

# Agenda Item

#

DATE: April 20, 2021  
TO: Ione City Council  
FROM: Sophia R. Meyer, City Attorney  
SUBJECT: Review and Approval of RFP for Engineering Services

## **RECOMMENDED ACTION:**

Review and revise RFP for City Engineering Services.  
Approve revised RFP and issue for advertising and response.

Motion: \_\_\_\_\_ / \_\_\_\_\_

## **ALTERNATIVE ACTION:**

Direct staff to negotiate an extension with Coastland Engineering.

## **FISCAL IMPACT:**

TBD.

## **BACKGROUND:**

The current contract with Coastland Engineering will expire on June 30, 2021. The City needs to either extend the contract with Coastland Engineering, or go out to bid for City Engineer Services.

This document was based on the prior RFP's issued for City Engineer Services and incorporated a number of items from the Scope of Work from the RFP draft from the April 6, 2021 agenda item # 6.

City Attorney is asking for a thorough review by all Staff and Council to ensure the RFP encompasses the correct scope of work that the City needs at this time for the City Engineer services.

Double-Check the following scope of work services to be provided by the City Engineer:

- Wastewater Engineer Services
- Water balance Reports
- CIP for Wastewater



City of  
**IONE** California  
*The Castle City, Gateway to the Motherlode*

**REQUEST FOR PROPOSAL**  
**CITY ENGINEER SERVICES**

**DUE: May 21, 2021 by 4:00 p.m.**

**City of Ione  
P.O. Box 398  
1 East Main Street  
Ione, CA 95640**

**(209) 274-2412**

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REQUEST FOR PROPOSAL

City Engineer Services

## **DESCRIPTION**

The City of Ione (“City”) is seeking proposals from qualified civil engineering firms, companies, sole proprietorships or individuals having professional experience in providing city engineering services. It is the City’s intent to obtain engineering services on a retainer basis to act on behalf of the City in all engineering related activities associated with City planning and infrastructure assessment, construction, and maintenance. The successful firm will provide a single person who will serve as the City’s Principal Engineer, Engineer of Records, and primary contact with the selected firm. The breadth of services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. Sub-contractors to the successful firm may provide services to the City with prior approval of the City Council.

The City currently uses an additional firm under a professional services agreement to provide engineering services for the wastewater system.

For the purposes of this request for proposals (“RFP”), the term “City Engineer” will be used hereafter to refer to the successful firm.

The City Engineer will be required to provide most of the engineering services requested at or through their own facilities. The City does not provide an office or technical support for the work of the City Engineer. Limited office space is available at the City of Ione City Hall for occasional work as needed.

The SCOPE OF SERVICES section of this RFP describes city planning and public works related tasks for which the City seeks professional engineering assistance to perform. These services will be conducted at the direction of the City Manager. Proposals must include the information requested in the PROPOSAL section of this RFP and submitted as described in the SUBMITTAL section.

## **GENERAL INFORMATION**

The City of Ione, located in Amador County, offers the perfect blend of small-town charm and quality living. Its quaint character and convenient location just 30 miles south east of Sacramento make it the perfect place to work, live, and play. Incorporated in 1849 the City comprises 4.7 square miles with a population of approximately 7,703 (this figure includes the Mule Creek prison population). The City has an operational budget of \$6.5 million and 17 employees. Ione is known for its small-town atmosphere and its outstanding quality of life.

The City, like many valley and foothill communities, is experiencing an increase in development and expects this trend to accelerate over the coming years. Areas of development include, but are not limited to, expansion of the wastewater treatment facility, expansion and revision of the City sidewalk system, pavement management, stormwater and wastewater system management.

Additional information about the City of Ione can be obtained on the City’s website at: <http://www.ione-ca.com>.

The proposals submitted in response to this RFP will be used as a basis for selecting a candidate, a firm, individual, or a combination of firms/individuals, for the City's needs. Proposals will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

It shall be the Applicant's responsibility to check the City of Ione's website to obtain any addenda that may be issued.

Attention is directed to Appendix A, "Proposal Requirement."

Submit one (1) original and three (3) copies of the proposal to Lori McGraw, Interim City Manager, 1 East Main Street, Ione, CA 95640 by **4:00 p.m. Friday, May 21, 2021.**

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Applicant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Applicant. To be considered, however, the modified Proposal must be received prior to 4:00 p.m., May 21, 2021.

It is anticipated the selection of a firm will be completed by **June 10, 2021.** Following the notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the City Council at its **June 15, 2021** meeting. See Appendix C, "Schedule of Events" for additional timelines.

This RFP does not commit the City of Ione to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of Ione reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Applicant, or to modify or cancel in part or in its entirety the RFP if it is in the best interest of the City of Ione to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Applicant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City of Ione.

All responses to this RFP shall become the property of the City of Ione.

The selected firm will be required to comply with all existing State and Federal labor laws, including, but not limited to, all applicable equal opportunity employment provisions.

## **SCOPE OF WORK**

### ***General and Project Management***

- Serve as the City's Engineer.
- Manage all aspects of civil engineering, plan checking, development conditioning and capital project management for the City.
- Review all matters pertaining to engineering to ensure that undertakings proposed and implemented by the City and others are done in a manner that protects the City's interests, and are in keeping with City goals, specifications and practices as well as with local, state and federal laws.
- Assist in planning, coordinating, supervising and evaluating programs, plans, services, equipment and infrastructure.
- Develop and recommend policies and procedures for effective operation of the City consistent with City policies and relevant laws, rules and regulations and ensures Council's actions are implemented.
- Evaluate the City's needs and formulate short- and long-range plans to meet needs in all areas of Public Works improvements, including streets, water, sewer, storm drainage, street lights, parks and facilities.
- Provide engineering services on projects and oversees project management for the construction of municipal public works projects.
- Review land use applications and construction plans for private developments for consistency with City adopted engineering specifications, City policies and relevant laws, rules and regulations and ensures council actions are implemented.
- Ensure that costs and fees are charged back to development projects; works with the Public Works Superintendent to monitor charges and revenues associated with development projects.
- Make presentations to the public, City Council and commissions.
- Be available to the public and private developers to handle matters dealing with the engineering functions of City government.
- Maintain, at City Hall, all municipal engineering records and maps required to insure accurate information is available to the City and public.
- Prepare reports, investigations, studies and evaluations as, from time to time, may be required and directed by the City Manager or his/her designee.
- Perform other engineering related functions as directed by the City Manager or his/her designee.
- Advise the City as to engineering and construction financing available from other government agencies, and when so directed, prepare and initiate applications for funding. Also serve as Resident Engineer when required pursuant to Caltrans/Federal requirements.
- Assist clerical staff in management of records relating to engineering. Serve as liaison to the Public Works Director for engineering related matters. Provide public information regarding municipal engineering matters.

- Preparation of capital improvement projects, improvement plans, specifications, bid documents and public improvement project management.
- Solicit proposals for capital improvement project design work.
- Review and evaluation of bid submittals.
- Provide construction observation and management during the course of City projects. Act as Resident Engineer. Assist with inspection, approval of payments, cost estimating, filing of notices and other related tasks.
- Coordinate activities with other departments and outside agencies to obtain various approvals and agreements such as environmental clearances, permits, land acquisitions and rights-of-way for assigned engineering projects.
- Under general direction, plans, organizes and administers a real property program for the acquisition and disposition of City owned property as it relates to engineering projects.
- Negotiate land acquisition, disposition, easements, agreements, leases and other assorted property rights as it relates to engineering projects.
- Coordinate appraisal of residential, commercial, industrial and agricultural properties for acquisition, disposition, lease etc., as it relates to engineering projects.
- GIS mapping and system implementation.
- Flood zone evaluation, recommendations, and reporting to FEMA and DWR.
- Provide technical assistance to the City Planning Department in the preparation of CEQA/NEPA documents for various capital projects and developer projects. The City Planning Department is the lead in preparing all CEQA/NEPA documents for the City.

#### ***Development Review Function***

- Review proposed improvements and land developments and provide recommendations as to engineering matters to insure conformance with City ordinances and State law.
- Perform statutory functions of the City Engineer pertaining to the review and checking of lot line adjustments, parcel and tract maps, including tentative, final and vesting maps. Ensure map conformance with State Subdivision Map Act and City ordinances.
- Provide a “turn around” checking time for maps and improvement plans generally not to exceed two weeks for the first plan check and the application has been determined complete. The Engineer shall be responsible for notifying the applicant in writing of any final plan or final map deficiencies with (30) days, specifying those items needed to complete the application.
- Establish performance, labor and material bond amounts when required and insure the posting of such bonds with the proper time sequence of such development control.
- Provide necessary and related functions as are the normal practice of the City Engineer in control of private development.

## APPENDIX A – PROPOSAL REQUIREMENTS

### A. Minimum Qualifications

The ideal firm should have extensive experience (five (5) or more years) in municipal engineering, including public water and sewer systems, planning and reviewing of construction projects (public and private), preparation of feasibility reports, and construction inspection.

### B. Proposal Contents

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all applicants. The intent of these guidelines is to assist applicants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

The proposal(s) should be as brief as possible and should be presented within the following structure and labeled in the following manner:

- I. Cover Letter
- II. Executive Summary
- III. Applicant/Firm Information
- IV. Applicant/Firm Background
- V. Applicant/Firm Qualifications
- VI. References
- VII. Pricing

Failure to follow the specific format, to label the responses correctly, or to address all of the subsections may, at the City's sole discretion, result in the rejection of the Proposal.

Proposals shall not contain extraneous information. All information presented in the Proposal must be relevant in response to a requirement of this RFP, must be clearly labeled, and, if not incorporated into the body of the proposal itself, must be referenced to the appropriate place within the body of the proposal.

#### I. **Cover letter:**

In no more than two (2) pages the firm should provide the name, address and phone number of the primary contact, any qualifying statements or comments regarding the proposal and identification of any sub-consultants and their responsibilities. The signed letter should also include a paragraph stating that the firm is unaware of any conflict of interest in performing the proposed work.

#### II. **Executive Summary:**

This section of the proposal should provide a concise synopsis of Applicant's proposal and credentials to deliver the services sought under the RFP. Provide a general overview of the Applicant's philosophy for City Engineer Services and approach to mitigating risk to



cities.

### III. **Applicant/Firm Information**

This section of the proposal must include the following company information:

- Legal Entity Name, Federal Employer Identification Number (EIN), and form of business (i.e. Corporation, etc.).
- Identify if the Applicant is a subsidiary of a larger firm. If so, whom and from where will services be provided?
- Proposal contact name, address, phone number, and email address.
- Principal Engineer who will serve as the City Engineer and any other functions requested under Scope of Services.
- Location of company headquarters and office which will support the City Engineer.

### IV. **Applicant/Firm Background**

This section should identify the following:

- Description of Applicant's background, nature of business, and organizational history.
- Statement of how long the Applicant has been providing Engineering Services to municipalities.
- Location of the office that will be providing services to the City.
- Staff services available (clerical support, other non-engineer staff.)
- Awards, honors or public recognition of you, your firm, or both, concerning the provision of Engineering Services.

### V. **Applicant/Firm Qualifications:**

This section should include identify firm/staff qualifications and experience related to the scope of work. More specifically, this section should identify the following:

- The name of the person who will be responsible for the management and administration of engineering services with the City with a resume of that person's experience and qualifications.
- The names and resumes of the assigned staff and sub-contractors, relevant technical experience and the availability of the staff for the services.
- List all public clients for whom you currently provide services under a fee services or retainer basis and indicate the meeting dates and schedules for any public bodies for the prospective lead City Engineer.

After selection of a firm by the City, no substitution of key staff or sub-contractors may occur without the prior written approval of the City.

### VI. **References:**

The Applicant must provide three to five (3-5) references. At least two of the references should be for similar services provided in the last three years. For each reference,

Applicant should provide the following information and permission to contact each reference:

- i. Entity name
- ii. Customer Contact information (name, title, phone and email)
- iii. Scope of work performed identifying the services provided
- iv. Start date

## **VII. Fee Schedule/Pricing:**

The proposal must include a detailed compensation proposal for services. Describe how the firm intends to provide engineering services on either an hourly rate or retainer.

Define what type(s) of work considered to be extra or specialized work that would be billed in addition to basic services. State the hourly rates for the designated City Engineer and associates for general work and specialized services.

Define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents and word processing charges.

The Firm shall indicate the minimum increment of time billed for each service including phone calls, correspondence and personal conferences.

It is expected that the scope of work performed, and the rates charged therefore will be reviewed and evaluated by the parties at the end of the first year of services and be subject to modification at that time based on the review.

## **C. General Requirements**

### **Collusion**

By submitting a response to the RFP, each Applicant represents and warrants that its response is genuine and is not made in the interest of or on behalf of any person not named therein; that the Applicant has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Applicant has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

### **Gratuities**

No person will offer, give or agree to give any City employee or its representative any gratuity, discount or offer of employment in connection with the award of contract by the City. No City official, employee, agent, or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

### **Required Review and Waiver of Objections by Applicant**

Applicants should carefully review this RFP for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments").

Comments concerning RFP objections must be made in writing and received by the City no later than the “Deadline for Written Questions and/or Comments” detailed in the RFP Appendix C - Schedule of Events. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made.

Protests based on any objection will be considered waived an invalid if these faults have not been brought to the attention of the Town, in writing, by the Deadline for Written Questions and/or Comments.

### **Proposal Withdrawal**

To withdraw a proposal, any Applicant must submit a written request, signed by an authorized representative, to the Interim City Manager not later than 24 hours before the Deadline for Receipt of Proposals. After withdrawing a previously submitted proposal, the Applicant may submit another proposal at any time up to the Deadline for Receipt of Proposals.

### **Proposal Errors**

Applicants are liable for all errors or omissions contained in their proposals. Applicants will not be allowed to alter proposal documents after the Deadline for Receipt of Proposals.

### **Incorrect Proposal Information**

If the City determines that an Applicant has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Applicant knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

### **Proposal of Additional Services**

If an Applicant indicates an offer of services in addition to those required by and described in this FRP, these additional services may be added to the contract before contract signing at the sole discretion of the City.

### **Licensure**

At all times while serving as City Engineer or as an Engineer providing services to the City under the City Engineer contract, each such engineer shall be required to maintain their license and credentials to provide such services while so employed.

### **Conflict of Interest and Proposal Restrictions**

Applicants should identify any other public agency or private representation that may have a conflict of interest with the City of Ione.

By submitting a response to the RFP, the Applicant certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or Firm to the Applicant in connection with the procurement under this RFP.

Notwithstanding this restriction, nothing in this RFP will be construed to prohibit another government entity from making a proposal, being considered for award, or being awarded a contract under this RFP. Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFP or its scope of services will be considered to have been given information that would afford an unfair advantage over other Applicants, and said individual, company, or other entity may not submit a proposal in response to this RFP.

### **Contract Negotiations**

After a review of the proposals and completion of the reference checks, and interviews, the City intends to enter into contract negotiations with the selected applicant. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the City will open negotiations with the next ranked applicant(s).

### **Right of Rejection**

The City reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Applicants must comply with all of the terms of this RFP and all applicable State laws and regulations.

If an applicant seeks to restrict the rights of the City or otherwise qualify their proposal, the City may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The City reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Applicant from full compliance with the RFP. Notwithstanding any minor variance, the City may hold any Applicant to strict compliance with the RFP

### **Disclosure of Proposal Contents**

All proposals and other materials submitted in response to this RFP procurement process become the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process; however, names of persons or firms submitting proposals may be disclosed as a public record upon request. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act, (Government Code sections 6250-6270 and 6275-6276.48). By submitting a proposal, the Applicant acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

Each applicant should be aware that although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City is not in a position to establish that the information, which and Applicant submits, is a trade secret. If a request is made for information marked “confidential,” the City will provide the Applicant who submitted such information with reasonable notice to allow the Applicant to seek protection from disclosure by a court of competent jurisdiction, and at the Applicant’s sole expense.

### **Severability**

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the City and Applicants will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

### **RFP and Proposal Incorporated into Final Contract**

This RFP and the successful proposal may be incorporated into the final contract, at the discretion of the City.

### **Proposal Amendment**

The City will not accept any amendments, revisions, or alterations to proposals after the Deadline for Receipt of Proposals unless such is formally requested, in writing, by the City.

### **Warranty**

The selected Applicant will warrant that the proposal will conform in all material respects to the requirements and specifications as stated in this RFP and as demonstrated during the evaluation process. In addition, the requirements as stated in the RFP will become part of the subsequent agreements.

### **Rights of the City**

The City reserves the right to:

- Make the selection based on its sole discretion.
- Reject any and all proposals.
- Issue subsequent Requests for Proposals.
- Postpone opening proposals if necessary, for any reason.
- Remedy errors in the Request for Proposal process.
- Approve or disapprove the use of particular subcontractors.
- Negotiate with any, all, or none of the Applicants.
- Accept other than the lowest monetary offer.
- Waive informalities and irregularities in the proposals.
- Enter into an agreement with another Applicant in the event the originally selected Applicant defaults or fails to execute an agreement with the City.
- Include provisions in the contract allowing the City Council to terminate the agreement at its sole and entire discretion upon the provision of a thirty day (30) written notice.

## APPENDIX B – EVALUATION AND SELECTION PROCESS

The City shall review the proposals to determine which Applicants are qualified for consideration. The initial review will evaluate all submissions for conformance to stated specifications and to eliminate all responses that deviate substantially from the basic intent and/or fail to satisfy the mandatory requirements. Following the initial review, the City will complete a detailed review of Applicant proposals. The City will carefully weigh the following criteria:

Demonstrated understanding of the Scope of Work.
Experience with similar contracts and clients.
The experience and qualifications of the proposed staff in providing similar services.
Demonstrated ability to deliver work on time and within budget.
The extent of involvement by key personnel.
The extent to which previous clients have found the firm's services acceptable.
Previous City experience with the proposing firm, if any.
Communication skills.
Cost of Services
Ability to prepare and execute a contract in a timely manner
Other qualifications/criteria as deemed appropriate.

The City reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Applicants. The purpose of any such discussion shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the City and, if held, shall be after initial evaluation of proposals is complete. If clarifications are made as a result of such discussion, the Applicant agrees to put such clarifications in writing.

After review of all applicants, the City will select the best qualified firm, combination of firms or individual(s) to move forward to in-person interviews and eventual contract negotiations.

## APPENDIX C – RFP SCHEDULE OF EVENTS

Listed below are the events and target dates. The City reserves the right to change these events and dates at any time.

<b>Date</b>	<b>Activity</b>
April 21, 2021	Request for Proposal Issued
May 7, 2021 @ 4:00 PM	Deadline for questions to be submitted
May 21, 2021 @ 4:00 PM	Due Date for Proposals
June 7-10, 2021	Interviews Conducted
June 15, 2021	Contract Awarded by City Council
July 1, 2021	Contract Begins

### CONTACT INFORMATION

Questions regarding this RFP may be sent by email to Lori McGraw, Interim City Manager at [lmcgraw@ione-ca.com](mailto:lmcgraw@ione-ca.com) up to May 7, 2021 prior to the submission deadline. All questions and responses will be posted on the City Website at <http://www.ione-ca.com> for all interested responders to view.