



City of Rancho Palos Verdes

Request for Proposals

Project Management Services for Rancho Palos Verdes Civic Center Project

Administration Department

**Attention: Matt Waters, Senior Administrative Analyst
30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275
Phone: 310-544-5218 | Email: mattw@rpvca.gov**

RFP Release Date: August 18, 2021

**Mandatory Pre-Proposal Meeting and Site Tour:
September 1, 2021 2 p.m.**

**Request for Clarification Deadline:
September 15, 2021 4:30 p.m.**

RFP Submittal Deadline: September 29, 2021 4:30 p.m.

Project Management Services for Rancho Palos Verdes Civic Center Project

The City of Rancho Palos Verdes is requesting proposals from qualified consulting firms to perform comprehensive project management services for development of a Master Plan through completion of construction for a new Civic Center.

All correspondence and questions regarding this RFP should be submitted via email no later than 4:30 p.m. on September 15, 2021 to:

**Matt Waters, Senior Administrative Analyst
Email: mattw@rpvca.gov**

To be considered for this project, submit an electronic copy of the proposal to the above email address by 4:30 p.m. on September 29, 2021

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I. INTRODUCTION

The City of Rancho Palos Verdes (City) is a scenic, upscale, residential coastal community, with a population of approximately 42,000, located on the Palos Verdes Peninsula of southwestern Los Angeles County.

The City is a contract city, meaning that some services are provided by contract with agencies (both public and private) and some services are delivered by the City's own employees.

City Government: Rancho Palos Verdes is a General Law City and has operated under the Council-Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the governing City Council, which consists of five Council Members, including the Mayor and Mayor Pro-Tem. The City is fiscally sound and functions on an annual budget cycle.

The purpose of this document is to provide proposers with the information needed to submit a proposal for review by the City and, if selected, enter into a Professional Service Agreement with the City. Enclosed is a blank Professional Services Agreement form for proposers' review.

II. PROJECT OBJECTIVE

The City is requesting proposals from qualified consulting firms to provide project management services for the Civic Center Master Plan project (Project).

The selected firm's overriding purpose is to assist the City in seeing the project through from its current preliminary planning stage through the development and approval of a Master Plan through to completion of construction of the legislatively approved Master Plan.

The Project includes the re-development of the existing Civic Center site as described in the project background below.

The following is a vision statement for the project:

"The vision of this project is to develop a Master Plan for the RPV Civic Center that accomplishes the following goals:

- 1) Provide a focal point for civic life and public engagement;
- 2) Supports vital government and public safety functions;
- 3) Respects and celebrates the incredible natural beauty, vistas, and history of the property; and,
- 4) Incorporates design flexibility and practicality to adapt to the needs of the City as they change over time."

The Master Plan will be the guiding document for the final project. An awareness and understanding of the City's low-key, semi-rural nature is crucial.

III. PROJECT DESCRIPTION AND BACKGROUND

The City completed a City-wide Parks Master Plan in 2015. The Parks Master Plan recommended a separate comprehensive master plan design and public outreach process for the Civic Center/Point Vicente Park site, including City Hall. The Parks Master Plan noted that current buildings, which consist of 1950's era military buildings and various modular buildings, need significant renovation to meet organizational needs and to comply with current building codes and ADA requirements. Based on the age of the buildings and overall condition, renovation is not an alternative.

A Civic Center Advisory Committee (CCAC) composed of seven City residents was formed by the City Council in 2017 with the primary objective to develop a draft Civic Center Master Plan for Council approval. The CCAC has been instrumental in the early stages of the Master Plan process, particularly in the development of a program document that is discussed below. It is expected that the CCAC will remain active throughout the project. The Office of the City Manager is leading the CCAC project with support from the Public Works, Community Development, Finance and Recreation and Parks Departments.

The Civic Center site currently includes the following components:

1. City Hall (two buildings; no Council Chamber)
2. Public Works Facilities
 - a. Corporate Yard
 - b. Maintenance Building (landscape and general maintenance contractor equipment)
 - c. Sign Building (traffic signs and materials)
 - d. Storm Central Building (emergency operations meeting space, storage, has computer and phone service – not in current use)
3. Emergency Operations Helicopter landing pad
4. Former Nike missile silos
5. Upper Point Vicente Park
 - a. Tennis Court
 - b. Sand Volleyball Court
 - c. Trailheads
 - d. Dog Park
 - e. Open turf area
6. Server Room and IDFs (2)
7. RPVTV Studio
8. Ham Radio Facility (Emergency Operations)
9. Backup Generator

10. Contractor drop-in workspace (Public Works)
11. Palos Verdes Peninsula Historical Society Trailer
12. 81 Foot High Monopole
 - a. Wireless telecommunications
 - b. Leased space inside City Hall for related equipment
13. Meeting Space (within existing buildings)
 - a. Community Room (seats 40). Uses: election polling site, all-hands meetings (not sufficient space), staff training, staff meetings, committee meetings, bid openings, Emergency Operations Center (EOC) - must be set-up when needed
 - b. Administrative Conference Room (seats 10). Uses: training, interviews, staff meetings
 - c. Recreation and Parks Conference Room (seats 8). Uses: Finance auditors work room, training, interviews, staff meetings (space not sufficient for R & P staff)
 - d. Community Development Conference Room (seats 12). Uses: training, interviews, staff meetings, file storage
14. Parking Spaces (130)
 - a. City Hall Visitors and Staff Lots (86)
 - b. Public Works City Vehicle Parking Lot (9)
 - c. Palos Verdes Peninsula Historical Society Parking Spaces (2)
 - d. Ancillary Parking Lot (16)
 - e. Dog Park Parking Lot (5)
 - f. Tennis Court Gravel Lot (7)
 - g. RPVTV Studio Lot (5)
15. Overflow Gravel Parking Area used for Special Event Parking (Whale of a Day, 4th of July), Terranea Resort Overflow Parking, Film Shoot Parking (approx. 200 spaces)
16. Storage Containers (7+)
 - a. Records (4)
 - b. Public Works Yard Storage Containers for Supplies (2)
 - c. Contractor Storage Container (1)

Below is a summary of the Civic Center Program Document approved by the City Council on October 15, 2019. A 2017 survey mailed to all City residents and a 2018 public workshop were key factors in developing this document. (Note: A Program Validation update currently being discussed may result in some modifications to the existing Program Document)

RPV: Civic Center Program Summary

City Hall	Count	GSF Total	Notes
RPV.1 City Administration	17	5,062 GSF	
RPV.2 Finance	13	2,977 GSF	
RPV.3 Public Works	23	5,247 GSF	
RPV.4 Community Development	25	5,783 GSF	
RPV.5 Recreation and Parks	11	4,357 GSF	
6.0 Shared Building Support		9,465 GSF	
	89	32,891 GSF	.76 AC

Proposed New Program Elements	Count	GSF Total	Notes
6.1 Public Counter, PVPLC Offices & Computer Training Room		6,353 GSF	
6.2 Council Chambers		9,680 GSF	
Total		16,033 GSF	.37 AC

Site Areas	GSF Total	Notes
7.0 Site Requirements	229,199 GSF	
7.1 Site Amenities	343,300 GSF	
Total	572,499 GSF	13.14 AC

Other Facilities	GSF Total	Notes
8.0 Sheriff Sub Station	12,323 GSF	Based on La Mirada Station Plan
9.0 Medium Fire Station	12,885 GSF	
10.0 Emergency Ops. Center (EOC)	4,106 GSF	
11.0 Community Center Facilities	5,176 GSF	
12.0 Trailhead Facilities	1,200 GSF	
13.0 Café	5,000 GSF	
Total	40,690 GSF	.93 AC

Civic Center Gross Total	662,113 GSF	15.2 AC
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The Program Document includes detailed required square footage based on office space, meeting and storage areas, and other needs for each City department: Administration, Finance, Public Works, Community Development, and Recreation and Parks. The recommended 32,891 gross square footage (GSF) for the City Hall buildings is smaller than its current footprint of 38,700 GSF. The program document also includes common areas such as the lobby, conference rooms, production rooms (copiers/scanners/printers), server room, and record storage. While flexibility on sizing the facility is encouraged, a not-to-exceed limit of 33,000 GSF should be adhered to for City Hall facilities (accounting for post-covid operations). Consultant is encouraged to review program document to identify possible program efficiencies.

In addition to the components listed above, a maintenance/corporation yard is considered essential. The current yard is 130,000 square feet (SF) and is located in a prime viewing area of the property. That square footage is likely larger than necessary based on a 2015 study conducted by the City. Creative suggestions for reducing the size and relocating the maintenance yard to a different, lower-profile section of the property is required. Designing the maintenance yard in a manner so it could potentially be removed from the

Civic Center site entirely if an off-site location is identified and procured and the remaining space then replaced with a different component is also required.

The “site areas” section on Page 1 of the Program Document refers to the total square footage of the Civic Center’s site requirements (parking, trash recycling, helipad, maintenance yard etc.) and site amenities (village green, public plaza, dog park, amphitheater, etc.). Details on the individual “site areas” components can be found on Page 10 of the Program Document.

The Program Document also includes details for the following components:

- City Council chambers
- Parking
- Overflow parking
- Potential Palos Verdes Peninsula Land Conservancy leasable office space (3,400 est. GSF)
- Trailhead parking
- Service/loading area
- Trash/recycling component
- Emergency generator enclosure
- Helipad
- Monopole
- Wireless telecommunication equipment enclosure (associated with monopole)
- Emergency communications antenna and yard
- Proposed Los Angeles Regional Interoperable Communications System monopole
- Public Works maintenance yard
- Village green open space
- Public plaza
- Park amenities/picnic pavilion
- Shade structures
- Children’s play amenities
- Dog park
- Amphitheater
- Open space for future amenities
- Community center
- Trailhead facilities (restroom building(s))
- Café (5,000 est. GSF) The type and size of restaurant and how it would be operated is still to be determined.

The report appendix includes an inventory of existing buildings on-site and other considered uses (pool, gym, skate park, ball fields) that were not recommended by the CCAC nor approved by the City Council in 2019 as part of the program. These components received low levels of support in the citywide survey and at the public workshop.

The Project Document also includes public safety components consisting of a Los Angeles County Sheriff's Department substation, a medium Los Angeles County Department fire station and an emergency operations center (4,106 est. GSF) that could possibly serve the four Peninsula cities. Staff has held ongoing discussions with the Sheriff's Department and the L.A. County Fire Department about the possibility of locating stations at the Civic Center site. Both agencies have expressed interest in being part of the project, although that has not been formalized at this time.

While the programming document does not prioritize components, the following elements should be considered high priorities in laying out a potential design for the Master Plan. It is worth noting that passive elements were rated more highly by the community in the 2017 survey and 2018 workshop:

- City Hall
- Council Chambers
- EOC
- Open Space
- Parking
- Public Maintenance Yard
- Public Plaza
- Public Safety Elements
- Trailhead Access

The Program Document was developed and approved by City Council prior to COVID-19. The program document was subsequently revisited by Staff and the CCAC to ascertain if any modifications should be considered in light of operational changes due to COVID-19. Below is a list of recommendations and considerations.

- Maintain 33,000 GSF target size for City Hall
- Have the selected design consultant perform a “program validation” of the existing Program Document
- Consider an increased percentage of private offices
- Consider “mini” offices, same size as cubicle spaces
- Consider increasing separation between spaces using plexiglass and other materials
- Enhance air handling/filtration systems
- Consider reducing the number of meeting spaces given increased Staff and public comfort level with remote access
- Move towards “touchless” approaches e.g. automatic door openers, trash receptacles, key fob access, etc.
- Locate public meeting rooms near entrances for better air circulation

- Locate meeting rooms between public and staff to the ground floor away from Staff offices
- Incorporate virtual technologies into design to assist/enhance remote meetings

The following elements (Ranger Station and Discovery Room artifacts) are not currently included in the program document but should be considered as potential components. The City-managed Park Ranger program is currently housed at Ladera Linda Park and Community Center, but that site is slated for demolition and construction by early 2022 and the Rangers will likely need a new base of operation. The Discovery Room, a classroom-sized (1000 SF) museum displaying local fauna, flora and geologic displays, along with an additional classroom of stored exhibits is also currently at Ladera Linda and the great majority of exhibits will need to be stored at a different site, most likely the Civic Center.

Ranger Station:

- Offices and Locker Room
- Equipment and tool storage
- IT and Radio Communications
- Conference and Training areas / rooms
- Parking for Vehicles (employee and city)
- Outdoor / Indoor Storage area (trailers, ATVs, etc)

Discovery Room and Storage (2,000 SF of exhibits)

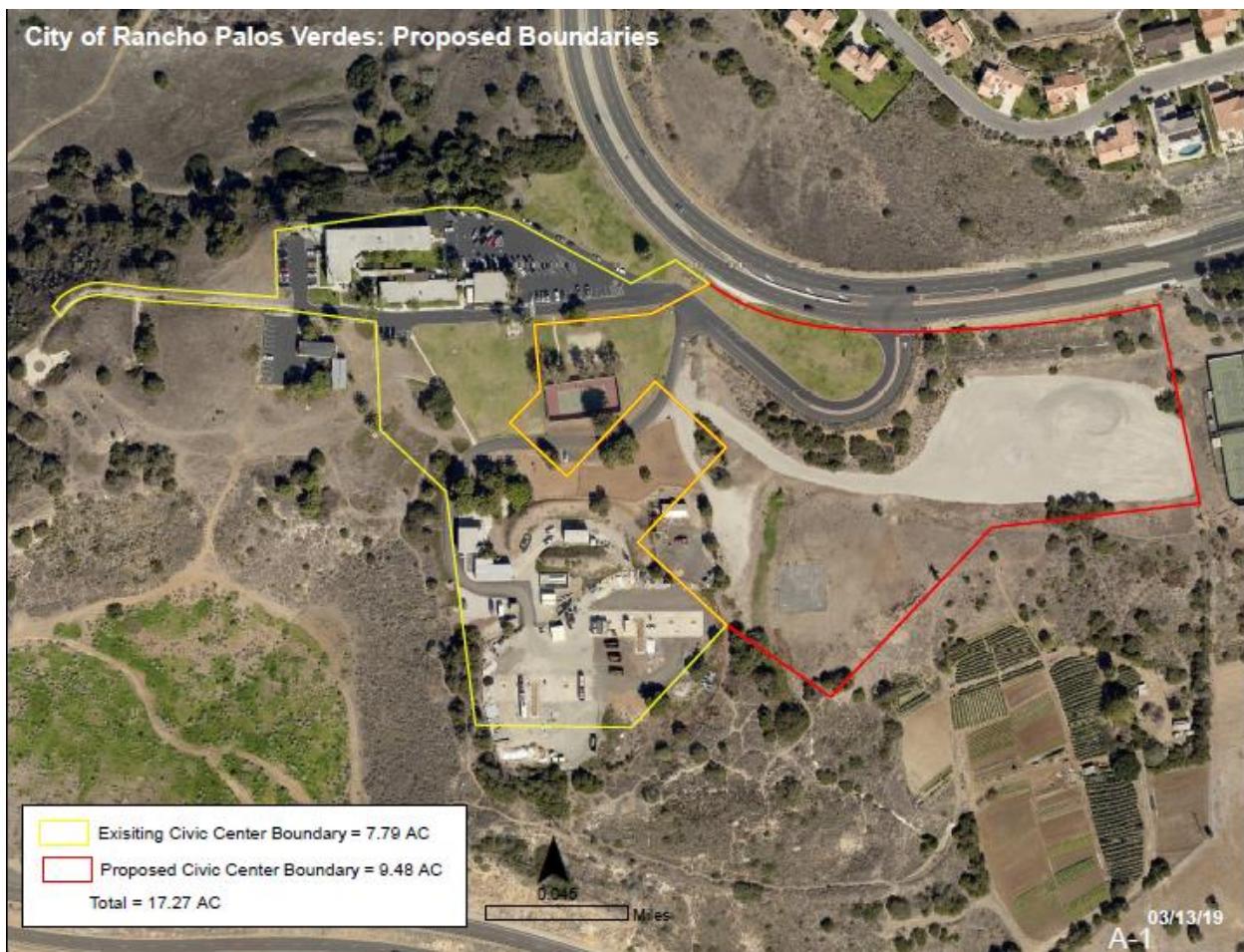
- Nature Displays
- Interpretive and Historical Displays

Land Use Description, Update and Constraints

The buildable section of the Civic Center site is approximately 17.27 acres in size. The majority of the buildable area is bordered by the 55 acre Alta Vicente Nature Reserve, which is part of the City's 1,400 acre Palos Verdes Nature Preserve. United States Coast Guard owns a 3.9 acre parcel on the western side of the property that includes an approximately 5,000 square foot covered World War II bunker known as Battery Barnes. This parcel not currently included in the program document, but the City has initiated discussions with the Coast Guard to potentially acquire it for inclusion in the Civic Center Master Plan. Neither the 3.9 acreage nor the bunker is included in the current program document. If the City acquires this property, the program document would need to be modified to incorporate both the increased acreage and the additional building. Ideas such as storage, gallery space, historic displays, an EOC, and office space have been discussed as possible uses for Battery Barnes and the former missile silos.

The Civic Center site has had land-use constraints for decades, but significant progress has been made recently to mitigate those constraints. Since the Civic Center property

was acquired from the federal government as part of the National Park Service's (NPS) Federal Lands to Parks Program, it has been overseen by the NPS. Significant deed-restrictions have been in place on part of the property, thus limiting uses. The area outlined in yellow below shows the portion of the property restricted to "general government use." The area outlined in red has been restricted to "passive recreational use" that the City owns outright without any restrictions. The area outside the yellow and red lines is deed restricted for "passive recreational use," and the majority of this area is also designated as part of the Palos Verdes Nature Preserve and is subject to a conservation easement.



The City worked unsuccessfully with the NPS for 25 years to lift deed restrictions on the red outlined area, and most recently, to allow the placement of public safety facilities such as a fire station, Sheriff's Department substation, updated helipad, and emergency operations center. Recently, the City received formal approval to transfer oversight of the property from the NPS to the Department of Justice (DOJ) and the Federal Emergency Management Agency (FEMA). This transfer changed the allowed use of the red outlined section from passive recreation to public safety use.

While the shift to FEMA and DOJ oversight is a positive and long-awaited development, broad constraints are still in place. The permitted uses in the red section are still limited to public safety components. Permitted uses in the yellow zone are still limited to general government use. The City is exploring the possibility of receiving permission to exchange or “swap” equivalent sections of the yellow and red sections of the property to allow for maximum flexibility in placing components. This would allow a “general government use” component, such as City Council chambers, to be located in the red zone, while a public safety component, such as a helipad, could be located in the yellow zone.

The City has expressed interest in the acquisition of the approximately 4-acre Coast Guard parcel located at the western edge of the property. The parcel, known as Battery Barnes, and informally called the Coast Guard bunker, has significant historical elements, which could potentially be used for future land swaps as described above.

A Citizen Satisfaction Survey was completed in early 2021 which included several questions about the Civic Center Project. The main take-aways were that public awareness of the project was very limited and that more respondents favored than opposed the project, but the great majority of respondents had no opinion. The full document as well as information about the surveys and workshop are available on the [City's Civic Center Master Plan webpage](#):

IV. SCOPE OF SERVICES

The City is accepting proposals to perform the following scope of services. The scope encompasses guiding the process from its current preliminary planning stage through construction completion and includes the development and approval of a Master Plan and an approved updated program document.

Consultant shall complete other tasks deemed necessary for the accomplishment of a complete and comprehensive outcome as described in the project objective. Consultant shall expand on the tasks noted below, where appropriate, and provide suggestions which might lead to efficiencies and enhance the results or usefulness of the work.

SCOPE OF WORK

The professional consulting firm selected for this project will be considered an extension of staff and be responsible for full coordination between the project team, providing advice and guidance through project completion.

The scope of work, in general, consists of the following:

- a) Facilitate CCAC meetings, including noticing, development of meeting agenda, and preparation of meeting agenda and minutes.
- b) Upon request of the City Manager or designated Staff, attend all project-related meetings and make presentations, to the City Council, Civic Center Advisory Committee, Infrastructure Management Advisory Committee, Finance Advisory Committee, Planning Commission and Traffic Safety Committee and other agencies and organizations as needed.
- c) Provide professional advice and recommendations on financing and financial approaches, including, but not limited to P-3, traditional, and design-build. Would work with Finance Department personnel and Finance Advisory Committee.
- d) Identify funding opportunities and approaches for the City Council's consideration. Would work with Finance Department personnel and Finance Advisory Committee
- e) Provide professional analysis, assessment, and projections of, if any, the Project's revenue potential.
- f) In coordination with Staff and CCAC, assist with public outreach effort
- g) Upon request, coordinate and participate in negotiations with potential Project partners.
- h) Upon request, serve as contract monitor.
- i) Upon request, assist with development of possible uses for Coast Guard owned "Battery Barnes" parcel.
- j) Advise and assist with the selection of the professional team as directed through the appropriate process (e.g., RFP, RFB, RFI) for:
 - Architect, Engineer, Design Consultant, Hazardous Materials Abatement, CEQA/Permitting, Construction Management & Inspection, Utility, and site security.
 - Upon request, Prepare and distribute RFP/RFB/RFI documents and participation in the evaluation and interview process.
 - Coordinate with the City Attorney and staff in the preparation and review of contracts.
 - Assist with execution of consultant contracts.
 - Upon request, ensure that the consultants, contractor, and their subcontractors are properly insured and bonded.
 - Upon request, review and recommend payment of consultant and contractor invoices.
- k) Upon request, assist review and advise on overall program schedule and a detailed construction project schedule with the City's interest in mind.
- l) Track milestones and assertively suggest corrective actions in order to stay on schedule.
- m) Assist with the City's public outreach effort.
- n) Ensure a reasonable and realistic budget is developed and maintained. Upon request, offer advice on the project budget to maintain the quality or integrity of the project. Offer advice on all fees, profits, overhead, contingencies, etc. in line with industry standards.

- o) Change order management: review - manage the contract to avoid unnecessary change orders or potential change orders for the project.
- p) Advise in coordinating the temporary relocation and continuing City operations prior to and during construction.
- q) Review progress billings and when necessary, upon request negotiate revisions.
- r) Upon request, oversee plans and specifications for quality; safety; building code compliance; CALGreen compliance, fire code compliance; future operation costs; and budget.
- s) Offer advise on applicable federal, state, and local requirements..
- t) Assist with obtaining outside agency approvals for the project.
- u) Upon request, oversee that all permits are procured and the applicant is in compliance with all local fire district requirements.
- v) Propose, develop and implement Project quality assurance plan (e.g., testing and inspection program, etc.).
- w) Assist with resolving disputes or claims that may occur.
- x) Upon request offer advise that all materials used are approved by City staff as environmentally appropriate.
- y) Assist and advise on obtaining Certificate of Occupancy.
- z) Assist and advise City Hall staff with move back into the City Hall building once construction is complete.
- aa) Assist and advise contractors to provide the necessary operational training for the new equipment.

V. PRELIMINARY PROJECT SCHEDULE

A. RFP Schedule

The following is the anticipated schedule for the RFP process:

Request for Proposal available	August 18, 2021
Site Meeting	September 1, 2021
Request for Clarification due	September 15, 2021
Proposals due	September 29, 2021 (4:30pm)
Firm Interviews (if necessary)	October 2021
Anticipated Notice of Award	October 2021

This project is expected to last for multiple years and there is not a firm schedule at this time. This RFP includes the submission of a draft schedule. It is anticipated that the selected Consultant will work with staff to refine and create a preliminary schedule and it is the City's expectation that the Scope of Services will be completed in a timely manner, avoiding needless delays. The ideal Consultant candidate will have available resources

and personnel, either in-house or under subcontract, to ensure the completion of the Scope of Services at the earliest possible time.

VI. NECESSARY QUALIFICATIONS AND SUBMITTAL REQUIREMENTS

1. Only one proposal per firm will be considered.
2. The submittal should be typed and as brief as possible while adequately describing the qualifications of the firm. The final submittal shall be sent as a PDF via email to Matt Waters, Senior Administrative Analyst at mattw@rpvca.gov.
3. The proposing firm shall submit the following information with the package, including the same information for subcontractors, in the following format:
 - a) **Cover Letter:** Provide the name, address, and phone number of the firm; the present staff (size, classification, credentials); the primary contact's name, phone number, and email address; any qualifying statements or comments regarding the proposal; and identification of any sub-consultants and their responsibilities. Identify the firm's type of organization (individual, partnership, corporation), including names and contact information for all officers, and proof that the organization is currently in good standing. The signed letter should also include a paragraph stating that the firm is unaware of any conflict of interest in performing the proposed work. (No more than two pages)
 - b) **Approach to Scope of Services:** Respond to the Scope of Services with any creative and innovative approaches that the firm proposes in order to provide the services and produce the deliverables contained in this RFP. Describe how completing the Scope of Services will be approached and any cost-saving or value-adding strategies or innovations the firm will bring to the project. (No more than two pages)
 - c) **Organization and Staffing:** Identify the person who will be the Project Manager and primary contact person responsible for the overall delivery of the project. Provide an organizational chart of the project team that clearly delineates communication and reporting relationships among the project staff and among the sub-consultants involved in the project. Identify key personnel to perform work in the various tasks and include major areas of subcontracted work. Indicate the expected contributions of each staff member in time as a percentage of the total effort. Specifically show the availability of staff to provide the necessary resource levels to meet the City's needs. Indicate that the Project Manager and key staff will remain assigned to this project through completion of the Scope of Services. (No more than two pages)

d) Staff Qualifications and Experience: Describe qualifications of the assigned staff and sub-contractors including relevant technical experience. Staff assigned to complete the Scope of Services must have previous experience in providing the necessary services as described under the Scope of Services. Description of Consultant's experience should include:

- Prior Experience: Demonstrate that the firm has significant experience providing services on similar projects within the past five years (No more than two pages)
- Staff Qualifications: Provide resumes for the Project Manager and any other key staff members to be assigned to contribute to the Scope of Services, with an emphasis on similar services which they provided to other agencies. (No more than ten pages)
- Reference Projects: Include at least three projects with similar scope of services performed by the project team within the past three years and indicate the specific responsibilities of each team member on the reference project. Provide contact information for each client. (No more than ten pages)

e) Project Schedule: Provide a detailed critical-path-method schedule for completion of the tasks and sub-tasks required to accomplish the scope of work. Note all deliverables and interim milestones on the schedule. (No more than one 11" x 17" page)

f) Quality Control Plan: Describe the quality control procedures and associated staff responsibilities which will ensure that the deliverables will meet the City's needs. (No more than one page)

g) Acceptance of Conditions: State the offering firm's acceptance of all conditions listed in the Request for Proposal (RFP) document and Sample Professional Services Agreement (Attachment D). Any exceptions or suggested changes to the RFP or Professional Services Agreement (PSA), including the suggested change, the reasons therefore and the impact it may have on cost or other considerations on the firm's behalf must be stated in the proposal. Unless specifically noted by the firm, the City will rely on the proposal being in compliance with all aspects of the RFP and in agreement with all provisions of the PSA. (No more than one page)

VII. Submission of Proposal

A. Requests for Clarification

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Requests for clarification of the information contained herein shall be submitted by email by **4:30 pm on September 15 , 2021**. Responses to any clarification question will be provided to each firm from which proposals have been requested. A pre-proposal meeting and Civic Center tour is mandatory: **September 1, 2021 2pm.**

B. Confirmation Email

Upon submission of proposal to the City, the proposing firm shall request an email confirmation that the proposal was received and retain the email as a record. If an email confirmation is not received, the proposing firm shall correspond with the City until a confirmation is received.

VIII. EVALUATIONS AND SELECTION PROCESS

1. Proposals Will be Evaluated Based on the Following Criteria:

a) Approach to Scope of Services (25%)

- Understanding of the Scope of Services as demonstrated by the thoroughness of the proposal, introduction of cost-saving or value-adding strategies or innovations (including those applying to overall project schedule), and an overall approach most likely to result in the desired outcome for the City.

b) Proposal Schedule (20%)

- Ability to complete the work in the shortest schedule possible (excluding time for review and community meetings).

c) Staff Qualifications and Experience (30%)

- Relevance of experience of the proposing firm (to provide support resources to the project team)
- Relevance of experience and strength of qualifications of the Project Manager
- Relevance of experience and strength of qualifications of the key personnel performing the work
- Relevance of referenced projects and client review of performance during those projects

d) Organization and Staffing (15%)

- Availability of key staff to perform the services throughout the duration of the project
- Assignment of appropriate staff in the right numbers to perform the Scope of Services
- Appropriate communication and reporting relationships to meet the City's needs

e) Quality Control (10%)

- Adequate immediate supervision and review of staff performing the work as well as appropriate independent peer review of the work by qualified technical staff not otherwise involved in the project.

2. Selection Process

An evaluation panel will review all proposals submitted and select the top proposals. These top firms may then be invited to make a presentation (in-person or virtual TBD) to the evaluation panel, at no costs to the City. The panel will select the proposal, if any, which best fulfills the City's requirements. The City will then further refine the scope and schedule with that firm and request a fee and materials proposal with a not-to-exceed fee and budget. The City will negotiate the fee with that firm. The City reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. If the City is unable to negotiate an agreeable fee for services with top firm, the City will negotiate with the next firm chosen among the top firms.

3. Award Notification

The City will notify all proposers in writing of the outcome of the selection process and intent to award. This RFP does not commit the City to award an agreement, nor pay any costs incurred in the preparation and submission of the proposal in anticipation of an agreement. The City reserves the right to reject any or all proposals, or any part thereof, to waive any formalities or informalities, and to award the agreement to the proposer deemed to be in the best interest of the City and the Department.

4. Award of Agreement

The selected firm shall be required to enter into a written agreement (see sample City agreement in Attachment [B]) with the City, in a form approved by the City Attorney, to perform the Scope of Services. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final agreement; however, the City reserves the right to further negotiate the terms and conditions of the agreement with the selected consultant. The agreement will, in any event, include a maximum "fixed cost" to the City.