



CITY OF LAKEPORT  
COMMUNITY DEVELOPMENT DEPARTMENT  
225 PARK STREET, LAKEPORT, CA 95453  
phone: (707) 263-5613 / fax: (707) 263-8584  
abritton@cityoflakeport.com

## **REQUEST FOR PROPOSALS For NEIGHBORHOOD IMPROVEMENT STUDY IN LAKEPORT, CALIFORNIA**

**Issuance Date: May 31, 2011**  
**Proposal Due Date: June 30, 2011**

The City of Lakeport California (City) seeks the services of an Urban Planning and/or Neighborhood Revitalization consulting firm (Consultant) to help the City prepare a Neighborhood Improvement Study (Study). The intent of the Study is to evaluate existing conditions within targeted income areas. The Study will analyze current demographic conditions, trends and housing conditions. The Study will also identify the need for new or improved infrastructure including sewer, water, storm drainage, streets and sidewalks, bike lanes, trails, power, telephone and cable facilities, street lights, and other similar infrastructure.

The City has specific neighborhood areas within the current City limits and Redevelopment Project Area which are inhabited with target income group families which exceed 50% of the total population. The Study will focus on several Census Blocks in Census Block Group 4, Census Tract 4, located in the central portion of the City of Lakeport. Please refer to Attachment 1 for a map of the proposed Study Area. The area is generally bounded by Forbes Street on the east; Highway 29 on the west; Martin Street on the south; and Second, Compton and Berry Streets on the north. These census areas contain scattered zoning violations; marginal housing conditions; inadequate or substandard infrastructure; poor street conditions including uneven surfaces, uneven widths, potholes, deteriorated surfaces and lack of sidewalks, curbs and gutters; poor street lighting; and a lack of nearby recreation space.

The Study will also include an assessment of successful Neighborhood Improvement Programs from other cities in California and the United States as examples of recommended programs or projects which could be implemented in Lakeport, along with recommendations for funding sources that could be used to implement specific improvement projects.

## **CONTACT PERSON**

Andrew Britton  
Planning Services Manager  
City of Lakeport  
225 Park Street  
Lakeport, CA 95453  
(707) 263-5613 x28  
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[abritton@cityoflakeport.com](mailto:abritton@cityoflakeport.com)

## **PROPOSAL CONTENTS**

Proposals shall be limited to 20 pages and must adhere to the following organization and content requirements. Proposals that do not furnish information organized according to the format and including the content specified in this RFP may be rejected as non-responsive. The cost of developing the proposal, attending an interview, or any other related costs are entirely the responsibility of proposers, and shall not be reimbursed by the City in any manner.

**Project Understanding and Approach.** Provide a summary of your understanding of the services to be provided and your approach to the work. Describe in general terms, your firm's history of approach to consulting for services of this kind.

**Firm Qualifications & Client References.** Provide a general description of the firm's services, and qualifications, including projects of similar scope and complexity. Referenced projects must be itemized by name, type, location, date of work, approximate dollar value of construction, approximate dollar value of services rendered, and client name and telephone number.

**Staffing Organization and Qualifications.** Provide a staffing organization chart showing the names and roles of staff members (only those members that will be working directly or on a day to day basis on this project), and provide a one page summary of the qualifications and experience for each staff member.

## **INSURANCE REQUIREMENTS**

The consultant selected to perform the work shall furnish insurance as required by the City. In particular, the City requires \$2,000,000.00 of public liability insurance, and \$1,000,000.00 professional liability insurance in addition to the standard coverages of worker's compensation and automobile insurance. Other statutory requirements will be incorporated into a contract.

## **INDEMNIFICATION**

The consultant selected to perform the work shall indemnify and defend the City of Lakeport and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by City, whether for damage to or loss of property, or injury to or death of person, including properties of City and injury to or death of City

officials, employees or agents, arising out of, or alleged to arise out of, or connection with Consultant's operations hereunder or the performance of the work described herein, unless such damage, loss, injury or death is caused solely for the negligence of City.

### **CONSULTANT AGREEMENT**

The City has a standard consultant agreement that will be used in engaging the selected consultant.

### **ADMINISTRATIVE INFORMATION**

The Agency reserves the right to reject any or all proposals. This Request for Proposals does not obligate the City to award a contract nor does it commit the City to pay any costs associated with the preparation and submittal of a proposal. Requests for additional information required by a firm wishing to make a proposal to the Agency relative to this RFP shall be made in writing. All proposals and accompanying materials shall become the property of the City of Lakeport Redevelopment Agency upon submittal.

### **SUBMITTAL AND COST PROPOSAL**

Proposals shall be received by the City no later than 5:00 p.m. on Thursday, June 30, 2011. Three copies of the proposal shall be submitted to Andrew Britton at the address above.

A cost proposal for the consultant's services shall be provided. The cost proposal should use the same format the consultant proposes to use for billing invoices.

### **EVALUATION OF PROPOSALS TO ARRIVE AT A SELECTION**

#### **A. General**

The City of Lakeport generally follows the State of California D.O.T. Consultant Selection guidebook and the State of California's CDBG Grant Management Manual. Community Development Department staff will follow these procedures in determining the best qualified consultant to perform the work solicited.

The City of Lakeport's Local Vendor Preference Policy (No. 2010-01) will apply to the Neighborhood Improvement Study RFP:

*"City personnel are to use their best efforts to purchase goods, services and supplies from local vendors whenever possible.....all informal and formal invitations to Bid are to be evaluated with a 10 percent (10%) preference for local vendors. A bid/proposal received from a local vendor will be tabulated as if it were ten percent (10%) below the figure actually set forth in the bid/proposal....."*

The criteria listed below will be used to evaluate the written proposals and to arrive at a selection. At the option of the City, interviews may be used as a part of the selection process. The preliminary selection will be made by a Consultant Selection Committee.

The City may enter into negotiations with the firm receiving the highest rating following the selection. If such negotiations are not successful, negotiations will then be entered into with the firm receiving the next highest rating.

**B. Criteria for the Evaluation of Written Proposals**

The following evaluation criteria will be used in evaluating and selecting a consultant:

<b>Evaluation Criteria</b>	<b>Percentage Points</b>
1. Candidate's specialized experience and technical competence as applicable to the services required. Resumes must be furnished for the key team members.....	30%
2. Candidate's past record of performance, including control of costs, quality of work, completion in a timely manner .....	20%
3. Candidate's capacity to perform the work in a timely fashion. A proposed work plan should be included .....	20%
4. Candidate's familiarity with the type of problems applicable to the project .....	20%
5. Candidate's proposed fees ..... (see Local Vendor Preference)	10%