



REQUEST FOR PROPOSAL (RFP)

FOR

On-Call Grant Acquisition Services

RFP responses to be received until

10:00 A.M., January 26, 2012

In the Office of the Public Works Department

City of Stanton

7800 Katella Avenue,
Stanton, CA 90680-3162

ATTN: Nick Guilliams, Director of
Public Works / City Engineer

Approved for Advertising:

A handwritten signature in blue ink, appearing to read "Nick Guilliams", is written over a horizontal line.

Nick Guilliams, P.E.
Director of Public Works / City Engineer

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SECTION I. GENERAL DESCRIPTION AND INTRODUCTION

The City of Stanton, Public Works / Engineering Department is requesting proposals from qualified engineering firms to provide the City of Stanton with on-call grant acquisition services.

Proposals must conform to the requirements of this Request for Proposal (RFP), and must be submitted in a sealed envelope, to the Department of Public Works no later than 10:00 a.m., on Thursday January 26, 2012. The consultant contract is anticipated to be awarded on February 14, 2012. The City reserves the right to waive any irregularity in any proposal, or to reject any proposal that does not comply with this RFP. The City alone, using criteria determined by the City, will select the qualified firm and/or consultant.

SECTION II. PROJECT BACKGROUND

The City of Stanton (City) has a population of approximately 39,000. Its boundary covers over 3.1 square miles (1,993 acres) of residential, commercial and industrial areas.

SECTION III. SCOPE OF SERVICES

The City of Stanton, Public Works / Engineering Department, is requesting proposals from qualified engineering firms to provide the City of Stanton with on-call grant acquisition services. The selected consultant is required to, on an as-needed basis; provide support in applying for grant funding and completing any necessary documentation needed to maintain compliance. The selected consultant will prepare grant documentation for OCTA Measure M2 calls for projects, as well as State and Federal grant programs related to public works. These services include, but are not limited to, providing professional services to prepare the PES form and the Fund Obligation Package (E76) for ARRA projects, provide monthly reporting services, project audit assistance, and any other grant acquisition services needed by the City. The scope of this service will also include assisting the City with submitting other grant applications the City may be eligible to obtain.

The length of this contract will be for 2 years, unless terminated sooner by the City.

SECTION IV. PROPOSAL SUBMISSION REQUIREMENTS

The Department has established requirements for the proposal format. Proposals shall be submitted in a reusable three ring binder. All pages shall be duplex copied.

Four copies of the proposal must be submitted containing the following elements:

1. Cover Letter.
2. Firm Structure and History. Including the firm's experience managing on-call contracts that are similar in magnitude and scope, key personnel and structure (organization chart), credentials, background, and ownership of the firm. Include the firm's previous experience with providing on-call City grant acquisition services.
3. Key personnel: List qualifications of personnel with resumes and a breakdown of responsibilities. The Firm's project manager, who will be responsible for planning, coordinating, and conducting the majority of the work, must be identified and committed throughout the course of the contract. The City must approve changes to key personnel committed to work on the project subsequent to award of contract.
4. A narrative briefly describing the proposed approach using general descriptions for the activities and how this approach will ensure timely completion.
5. A list of proposed sub-consultants, sub-contractors, suppliers, and manufacturers, including their qualifications pertinent to this service.
6. A client reference list from previous on-call contracts of similar scope and magnitude. List should include key personnel-contacts and their position with the agency.
7. Company fee schedule included with the submittal but in a separate sealed envelope. The proposal shall include:
 1. A table indicating total costs for previously completed projects that are of similar scope and magnitude to those described in this Request for Proposal.
 2. Billable hourly rates of personnel that will be involved in the contract.

SECTION V. SELECTION CRITERIA

The proposals will be evaluated on the following factors, but may not be limited to just these factors:

Staffing Capabilities / Technical Competence

Extensive knowledge and background with performing on-call grant acquisition services for local municipalities. The firm should have direct experience and knowledge of all regulatory agencies.

Past Performance Record

Experience in completion of projects of similar complexity and scale for other agencies within Southern California is desirable. Efficiency and timeliness in completion of program requirements.

Approach to Work

Methodology to be implemented to address and coordinate the various elements within the program.

Cost Control

Demonstrated ability to provide innovative and reliable solutions using available City resources.

SECTION VI. SELECTION PROCESS

Selection of the consultant will be made in accordance with the provision of Chapter 10 of the California Government Code, Sections 4526 and 4529.5. Stating that selection of professional services is made on the basis of competence and qualifications without regard to fee. The fee will be opened and evaluated after selection of the consultant is complete.

Each RFP will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP will be cause for rejection of the proposal. The City may reject any proposal if it is conditional, incomplete or contains irregularities. The City may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the consultant from compliance with the contract requirements if the consultant is awarded a contract.

Proposals that meet the criteria of this RFP will be reviewed by a panel. The Department may conduct oral interviews. The selected firms will be notified, in advance, of the time and place for the oral interviews. Consultants will also be advised of additional information, if any, to be submitted at the oral interviews. Failure to appear at the interview will be considered non-responsive and the firm will be eliminated from any further consideration. Upon completion of the oral interviews, the City of Stanton will select the top ranked consultant deemed to be most qualified.

The successful consultant to whom work is awarded shall, within ten (10) days after being notified, enter into a contract with the City for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract. Failure of the successful bidder to execute the contract within said ten (10) days shall be just cause for the City to contract with the next responsible consultant.

SECTION VII. SUBMISSION DEADLINE

In order to be considered, the Consultant must submit four responses to the RFP to the following office:

Attention: Nick Guilliams, P.E.
Director of Public Works / City Engineer
City of Stanton
Department of Public Works
7800 Katella Avenue
Stanton CA 90680-3162

The proposal must be received at the above office no later than the date listed on the cover.

There is no expressed or implied obligation for City to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.). Any language purporting to render the entire proposal confidential or propriety will be ineffective and will be disregarded.

The City reserves the right to retain all proposals submitted, and to use any idea in a proposal regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly, and specifically noted in the proposal submitted and confirmed in the contract between the City and the selected firm.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the City.

SECTION VIII. REQUEST FOR ADDITIONAL INFORMATION

To receive any written responses to Requests for Information or other addenda issued by the City to be made a part of this Request for Proposal prior to the submittal date please e-mail contact information to:

nguilliams@ci.stanton.ca.us
Re: On-Call City Grant Acquisition Services

SECTION X. TAXES AND LICENSES

All taxes and licenses, including, but not limited to, a Stanton City Business License, required for this project shall be obtained at the sole expense of the consultant.

SECTION XI. INSURANCE

Before the City executes a contract, the selected firm shall furnish the City a certificate evidencing Workmen's Compensation Insurance with limits no less than \$1,000,000 per accident and Comprehensive Professional Liability Insurance or General Liability Insurance with limits no less than \$2,000,000 per occurrence. The City shall be named as the Additional Insured. Certificates of Insurance must be accompanied by the applicable endorsements for the specific insurance policy.