

RFP 10/1 - City of Angels Camp Water Operations Audit

The City of Angels is currently soliciting proposals from qualified consultants to prepare an Operations Audit of the water processing facility and operations in the City of Angels Camp. The City was incorporated in 1912 as a General Law City and is located in the central portion of Calaveras County in the Mother Lode region with a population of approximately 3,500 residents. The City encompasses approximately 3.7 square miles.

Proposals must identify all members of the team that will work on this project and provide qualifications and references. If subconsultant(s) will be a part of the team, please identify whether the primary consultant has worked with the proposed subconsultant(s) before and identify the title and nature of these projects. The City will evaluate the experience of the team working on similar projects in making its selection. Proposals must identify the leader of the team and there must be a commitment for this person to attend all-important meetings, as identified by the City throughout this process.

Proposals must identify all costs associated with this project. Costs for meetings can be estimated by proposing a fixed number of meetings and then establishing a fixed cost per meeting, if more or fewer meetings are required. The City anticipates 3 informational meetings, and possibly a Public Hearing for the City Council.

Project Schedule

July 22 – RFP issued

August 13 – Prebid meeting

August 27 – Proposals due

September 21 – Consultant Selection

September 22 – Contract awarded

On or before October 4, 2010 – Contracted work commences

Mandatory Prebid Meeting: A pre-bid conference is scheduled for 10:00 AM on August 13, 2010 at the Water Plant in the City of Angels. A proposal from any candidate not in attendance will be rejected unless prior arrangements are agreed to by the City of Angels.

Deadline: Four (4) copies of the proposal are required. The City must receive all proposals no later than **4:00 PM, Friday, August 27, 2010**

Project Scope: The required scope of services is included in Exhibit A.

Prior to commencing work, the selected consultant shall prepare the final work program together with time schedule and budget based on consultation with City Staff.

Proposal Content and Format: The proposals shall be submitted on 8.5 by 11-inch paper signed by an authorized individual of the professional services provider, and include all of the following:

- A. Firm Description and Statement of Qualifications.
- B. Contact Information: Name, phone number, and e-mail address of contact person.
- C. Statement of your understanding of the work required.
- D. Statement of your general approach to accomplishing each Phase of the project
- E. List of similar projects completed by the firm in the last five years with references.

- F. Proposed work program and schedule for each Phase: Attach a schedule outlining the activities or tasks, which you propose to perform, and a timeline for performances of these tasks. Discuss any constraints to this schedule.
- G. A list of personnel who will be working on this project and a description of their qualifications and relevant experience.
- H. An itemized cost breakdown of each Phase with a total not to exceed amount indicating the total time and expenditure for each major task, including travel costs.
- I. Hourly rate for additional work, if required.
- J. Prior to the start of work Consultant must provide the minimum \$1,000,000.00 liability insurance and worker's compensation.
- K. **Four (4) copies of the proposal to be received by the City of Angels no later than 4:00 PM, August 27, 2010.**

Proposals should be sent to:

**City of Angels
Mary Kelly, City Clerk
P.O. Box 667
Angels Camp, CA 95222**

Notification and Selection Process: City Staff will evaluate all proposals received by the deadline. Based on selection criteria, qualified consultants teams may be selected for separate interviews with staff prior to making the recommendation to the City Council. The staff recommendation will be presented to the City Council for contract authorization. The successful candidate will be required to sign a standard City of Angels contract and maintain required insurance coverage throughout the project.

The City of Angels exercises its discretion in selecting a firm or individual that presents the proposal that, in sole judgment of the City, best serves the interest of the City. The City reserves the right to waive minor irregularities in any proposal, reject any proposal that fails to meet the proposal requirements in any respect, to reject all proposals for any reason whatsoever or to cancel in part or in its entirety, the Request for Proposal.

Conflict of Interest: Consultant warrants and covenants that no official or employee of the City, nor any business entity in which an official of the City has an interest has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the City.

Questions: If you have any questions about this project or need additional information, please contact:

David Richards, City Administrator
209-736-4871
cityad@ymail.com