

CITY OF COLUSA



REQUEST FOR PROPOSAL

CITY WIDE TREE INJECTION ELM AND HACKBERRY

Release Date:	10/18/2023
Submittal Date:	11/7/2023
Contact Person:	Jesse Cain, City Manager

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I. INTRODUCTION

a) Description of Colusa

Located in the Sacramento Valley, approximately 65 miles north of Sacramento and 45 miles south of Chico, the City of Colusa is primarily an agricultural community. Colusa is located along the Sacramento River and sits on Highway 20/45, 24 miles west of Yuba City and nine miles east of Williams. Incorporated as a general law city in 1868, the City is the Colusa County seat. The City of Colusa serves a population of approximately 6,411. The City covers about 3.42 square miles, with the planning area covering 10 square miles. The City maintains 35.37 centerline miles of roads.

The City is a full-service city that operates under the council/manager form of government, providing the following: Police; Fire; Streets and Drainage; Water; Parks; Buildings and Grounds; Recreation and Swimming Pool; Sewer; and General Administrative Services. Engineering and legal services are provided to the City on a contract basis.

The City Council meets the first and third Tuesday of every month at 6:00 p.m. at City Hall, 425 Webster Street, Colusa, CA 95932.

II. NATURE OF SERVICES REQUIRED

a) Scope of Services

Injection of approximately 212 Elm Trees and 220 Hackberry Trees for Aphid and Elm Leaf Beetle. Merit 75 or Imidacloprid at a 2 gram per inch rate. For a 5-year period 2023-2027. Bids to provide cost per Inch.

b) General RFP Requirements

Sealed Cost Proposal. All proposals must be clearly identified and marked with the appropriate project name, inclusive of a separately sealed cost proposal per the requirements of this RFP. Cost proposals shall be based on an hourly "not to exceed" amount and shall follow the general format as provided within Exhibit A of this RFP. The City of Colusa may decide, in its

sole discretion, to negotiate a price for the project after the selection committee completes its final ranking. Negotiation will begin with the Consultant identified as the most qualified per requirements of this RFP, as determined in the evaluation/selection process. If the City is unable to negotiate a contract for services negotiations will be terminated and negotiations will begin with the next most qualified Consultant. This process will continue until a satisfactory contract has been negotiated.

Consultant Annual Audit Information for Indirect Cost. Consulting firms proposing to do work for the City of Colusa must have a current audit rate no older than fifteen (15) months from the close of the firms Fiscal Year. Documentation of this audit rate must be provided with the sealed cost proposal. Firms that do not meet this requirement will not qualify to propose or contract for City of Colusa projects until the requirement is met. Firms that have submitted all the necessary information to the City and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Firms that do not have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates must provide this audit prior to the due date of proposals. This documentation shall be attached with the sealed cost proposal. The submitted Indirect Rate MUST match the Indirect Rate on all invoicing.

Respondent Qualifications. Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the requested services within this RFP. Each respondent may also be required to show that similar work has been performed in a satisfactory manner and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent who is engaged in any work that would impair his or her ability to perform or finance this work.

c) Contents of Proposal

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the consultant seeking to provide comprehensive services specified herein for the City of Colusa, in conformity with the requirements of the RFP.

The proposal shall demonstrate qualifications of the firm and its staff to undertake this project. It shall also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Work and Performance Tasks.

At minimum, proposals shall include the following information:

1) **Contact Information.** Name, telephone number, email address, mailing address, and other contact information for the consultant's project manager.

3) **Work Plan and Project Approach Methodology.** Proposals shall include the following, at minimum:

a) Detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP.

b) Timeline for completion of the requested services, including all public outreach and stakeholder meetings, identifying milestones for development of the project, and completion of individual tasks.

c) List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.

d) List of the proposed principal(s) who will be responsible for the work, proposed Project Manager, and project team members (with resumes).

e) Breakout of hours for each member of the team by major task area, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task. Note that specific budget information is to be submitted in a sealed cost proposal as described in General RFP Requirements.

f) List of any subcontracted agencies, the tasks they will be assigned, the percent of work to be performed, and the staff that will be assigned.

g) List of client references for similar projects described within the RFP.

h) Required Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE) Firms participation documentation, if applicable; and

i) Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project.

j) All cost associated and included for the City-wide tree injections.

4) **Signature.** Proposals shall be signed in ink by an authorized member of the firm/project team.

5) **Attachments.** Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:

Exhibit A – Cost Proposal Form (complete and submit)

III. Implementation Schedule

a) Consultant Selection Schedule

- Request for proposals issued: October 18, 2023
- Deadline for RFP Clarifications/Questions: October 30, 2023
- Due date for proposals: November 7, at 2:00 PM
- Committee review completed: November 10, 2023
- City council contact approval: November 21, 2023
- Commence services: to be determined

IV. Submittal Information

DELIVERY OF PROPOSALS

Proposals must be submitted in a sealed envelope plainly marked on its outside with "Proposal for Tree Injections". Proposals shall be received until 2:00 pm local time on 11/07/2023 at the City of Colusa Office, 425 Webster Street, Colusa, CA 95932.

A PDF of the proposal may be emailed or delivered by USB. Sealed cost proposals shall be submitted as hard copies. Hard copies of the sealed cost proposals may either be hand delivered or shipped to ensure timely delivery to the project manager as defined below:

Mr. Jesse Cain, City Manager
425 Webster Street
Colusa, CA 95932
citymanager@cityofcolusa.com
530.458.4941, extension 105

All proposals received by **2:00 p.m. on Tuesday 11/7/ 2023** will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to apply. Respondents must submit one PDF copy of the proposal. The full

length of each proposal should not exceed 30 pages; including any supporting material, charts, or tables.

Facsimiles will not be accepted. Proposals received after the stated date and time, or at a different location, will not be accepted for consideration.

RFP Clarifications and Questions

Questions regarding this request for proposal shall be addressed to:

Mr. Jesse Cain, City Manager
citymanager@cityofcolusa.com

The consultant may ask for clarifications of the RFP by submitting written questions to the City of Colusa contact identified above. Questions regarding this RFP must be submitted no later than October 30, 2023.

V. Evaluation and Selection Process

a) Review of Proposals

Proposals will be reviewed and evaluated by a committee of City Staff. The top firms may be invited to present their proposals to the evaluation committee in the City of Colusa, California. Based upon the proposals submitted and the firm presentations, the committee will select the proposal which best meets the City's requirements.

Proposals must be submitted in a sealed envelope plainly marked on its outside with "Proposal for Tree Injections". Proposals shall be received until 2:00 pm local time on 11/07/2023 at the City of Colusa Office, 425 Webster Street, Colusa, CA 95932.

b) Evaluation Criteria

Evaluation considerations will include the following:

- 1) Responsiveness of the proposal in clearly stating the understanding of the work to be performed in demonstrating the intention and ability to perform the work.
- 2) Cost. Although a significant factor, cost will not be the primary factor in the selection of a consulting firm.
- 3) The consultant's related experience with similar projects, including the consultant's ability, familiarity, and involvement in handling similar types of activities
- 4) Specific qualifications of the consultant's project manager and key staff's experience related to the development of similar studies The consultant's understanding of the project scope and knowledge of local/regional issues related to the study
- 5) The consultant's project understanding, proposed project approach and methodology, project work plan, and project management techniques The consultant's current workload, availability of key personnel, and record of past performance
- 6) The consultant or subconsultant is documented as a Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE)

The City reserves the right to utilize additional services of the selected consultant in specialized areas as appropriate.

Notification of acceptance or rejection by the City will be made to all firms.

The City of Colusa reserves the right to waive informalities and to reject any and all proposals. This RFP does not commit the city to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services. The city also reserves the right to waive minor irregularities in any proposal.

The City of Colusa reserves the right to negotiate with any qualified source or to cancel in part or in it's entirely this RFP if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and submit such costs, technical or other information that may result from these negotiations.

As appropriate, indemnification provisions will be incorporated in the agreement that will be executed between the provider selected and the city.

VI. Contract

a) Agreement for Services

The successful offer shall be required to enter into an Agreement of Services with the city of Colusa. The scope of work, terms and conditions, and other express requirements set forth in this RFP shall be incorporated by reference into the actual executed Agreement for Service upon award. Where there is a conflict between the terms of the Agreement and the express, stringent, or particular terms set forth in the RFP, the provision or requirement set forth in the RFP shall control.

b) Insurance Requirements

Selected firm must provide a certificate of endorsement naming City of Colusa as additional insured complying with insurance requirements listed in the attached Sample Agreement.

