



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES TO PREPARE GENERAL PLAN MAINTENANCE FEE STUDY

The City of Fort Bragg is seeking proposals from qualified professional consulting services interested in contracting with the City of Fort Bragg to conduct an analysis regarding the City's General Plan Maintenance Fee.

AGENCY DESCRIPTION

The City of Fort Bragg is located approximately 165 miles north of San Francisco and 188 miles west of Sacramento, with a population of about 7,500. Fort Bragg is a general law City, with a five-member City Council and operates under the Council-Manager form of government. The Council appoints the City Manager, who appoints other City Officials and is charged with overseeing the City's daily operations.

The City provides a wide range of services to its residents including public protection through the Police Department, the construction and maintenance of streets and infrastructure, water service, community development, financial management and administrative services. Special Districts and Joint Powers Authorities (JPAs) under the jurisdiction of the City provide emergency services, fire protection, wastewater treatment, and redevelopment services throughout the City. The City employs approximately 60 employees consisting of 4 part-time and 56 regular full-time employees. During the busy tourist season, the City traditionally hires four temporary employees for parking enforcement and to help maintain city streets and parks.

PROJECT BACKGROUND

On November 8, 2004, the City of Fort Bragg adopted a General Plan Maintenance Fee equal to 1.5% of the total construction permit valuation. In 2019, City staff reported to Council that staff was unable to establish what method and information was used to determine the estimated reasonable cost necessary to prepare and revise the plans and policies of the General Plan Maintenance Fee. In response, City Council directed staff to draft a resolution to temporarily waive the City's General Plan Maintenance Fee in order to provide time to complete a review and documented study that a local agency is required to adopt before it can make necessary findings and determinations.

GOALS AND OBJECTIVES

The City is seeking to re-establish a General Plan Maintenance Fee during the upcoming FY 2022-23 Budget process. Ideally, the proposed study would be completed by March 1, 2022.

The overarching objective of a General Plan Maintenance Fee Study is to establish the estimated and reasonable costs to prepare and revise the Inland Land Use & Development Code, Inland General Plan, Local Coastal program, and other related documents and ordinances of the City's Municipal Code.

SCOPE OF WORK

The General Plan Maintenance Fee Study should include, but not be limited to the following:

- An analysis of the history, trend and use of the current General Plan Maintenance Fee;
- Documentation of policy setting/requirements for a General Plan Maintenance Fee as found in State law (GC 66014, AB 2936, Prop 26, and others);
- An analysis of how developers, property owners, and fee payers derive benefit from a maintained and updated Citywide planning program;
- An analysis of the proposed General Plan Maintenance Fee, including documenting the nexus findings around the recommended fee, the maximum cost recovery achievable from the General Plan Maintenance Fee, and the percentage necessary for full cost recovery of staff/consultant hours needed to conduct Citywide planning policy work; and
- A comparison of other California cities to document the level and use of General Plan Maintenance Fees and related policies.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, two (2) printed copies of the complete proposal and cost bid so that it is received by the City no later than **2:00 p.m. on January 4, 2022** to:
City of Fort Bragg
Attention: June Lemos, CMC, City Clerk
416 North Franklin Street
Fort Bragg, CA 95437
jlemos@fortbragg.com
2. Format: Printed proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under Contents.
3. Contents: Proposal shall contain the following information:
 - A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
 - B. Relevant Experience
Describe relevant experience, including list of all agencies your firm has completed similar projects for in the last five years.
 - C. Key Personnel Qualifications
Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.
 - D. References
List of public agencies or clients for whom similar work has been performed, with the name, title, and phone number of a contact person. The City may request a copy of a similar report prepared previously by the firm for another agency.
 - E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task.

- F. Study Design and Approach Work Plan
A detailed work plan and schedule is required for this project. Consultant Work Plan must include, but not be limited to the following:
1. The City's responsibilities
 2. Consultant responsibilities
 3. Project milestones
 4. Target dates
 5. Critical decision points
 6. Project evaluation
 7. Other resources needs
 8. Any assumptions or constraints identified by the consultant
- G. Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and other fees. The proposal must contain a detailed line item budget showing the total cost of proposed services for each component listed in Item E (Scope of Work) by phase and a total for the project.
- Fee schedules and other proposed costs included with the submitted Proposal shall remain effective for 90 days beyond the submitted date. Proposals without the required cost information will not be considered.
- H. Work Schedule
Provide a time schedule for completion of work.
- I. Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, their agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. The consultant shall bear all costs associated with the required insurance.
- J. Consultant Agreement
The City's standard Professional Services Agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Experience of the firm.
- Schedule for completion of work.
- Cost of services.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process. Proposals will be reviewed and evaluated by the City staff and a recommendation for award of contract will be presented to the Fort Bragg City Council.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified respondents or to cancel, in part or in its entirety, this Request for Proposals, 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 price, technical or other revisions of the proposal that may result from negotiations.

RFP SCHEDULE

RFP Release	November 23, 2021
Deadline for Written Questions	December 17, 2021
Proposals Due	January 4, 2022 (2:00 p.m.)
Interviews	TBD
Selection	January 10, 2022

QUESTIONS

Questions should be directed to:

Sarah McCormick
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
Email: smccormick@fortbragg.com

ATTACHMENTS

Exhibit A – City’s Standard Professional Services Agreement