

Small Contract Services Request for Professional Services

Project Name:	City of Fortuna South Fortuna Elementary School SRTS Pedestrian and Bicycle Safety Program
Project No.:	CIP # 9075
Federal Aid No.:	ATPLNI-5145 (018)
City Contact Person:	Merritt Perry, 707-725-1471 mperry@ci.fortuna.ca.us
Proposal Deadline:	November 16 th , 2018

Background:

The City of Fortuna (City), Department of Public Works, is currently requesting informal proposals for professional services for the project referenced above. The City administers a competitive process for the selection of consulting services to ensure that services are high-quality and cost-effective.

Project Information:

The City is proposing to: 1) Hold pedestrian and bicyclist safety classes at South Fortuna Elementary School to educate students on walking and bicycling safety. 2) Create arrival and dismissal procedures for South Fortuna Elementary School and 3) Provide education services and assist the City of Fortuna to build capacity and sustain the Safe Routes to School programming into the future. The contract start date is in September 2018 and will end in July 2020.

Scope of Services:

The intended outcome is for the selected consultant to perform professional services as outlined below. *This program is being administered in accordance to the Active Transportation Program (ATP) by Caltrans. All guidelines can be found in the LAPG, Chapter 22. Attachment A describes in detail each task listed above and the expected deliverables.*

Proposal Submittal Process and Selection:

1. All proposals must be received by email, recognized carrier, or hand delivered no later than the *Proposal Deadline* date listed at the top of this document. Late proposals will not be considered. All proposals must include a completely filled out “**Request for Professional Services Form**” (**Attachment B**). Additional information in response to the questions on the Form can be submitted along with the completed Form.
2. It is preferred that all correspondence and proposals be emailed (PDF) to the City Contact Person listed at the top of this document. Hardcopies of proposals and completed forms can be submitted to the address below:

Fortuna City Department of Public Works
621 11th Street
Fortuna, CA 95540
ATTENTION: *Merritt Perry*

3. The City reserves the right to require the submittal of additional information that supplements or explains proposal materials.

4. No reimbursement whatsoever will be made by the City of any costs incurred by consultant candidates related to the preparation or presentation of proposals.
5. Selection of qualified proposers will be by an impartial Selection Committee using an approved City procedure for awarding professional services contracts. Selection will be made on the basis of the proposals as submitted, although the City reserves the right to interview applicants as part of the selection process. The proceedings of the Selection Committee are confidential, and members of the Selection Committee are not to be contacted by the proposers.
6. This Request for Professional Services does not constitute an offer of employment or to contract for services.
7. The City reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request, and make more than one award, or no award, as the best interests of the City may appear.
8. All documents submitted to the City in response to this Request for Professional Services will become the exclusive property of the City and may be returned to the proposer or kept by the City, in the City's sole discretion.
9. All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.
10. The City reserves the right to award the contract to the firm who presents the proposal which in the judgment of the City, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the professional service cost estimate.

Selection Criteria Summary:

- Completed Forms (Attachment B) received by stated deadline.
- Qualifications and experience
- Approach/strategy
- Availability
- Ability to provide high-quality, cost-effective consultation services.

Schedule:

1. The "open period" for informal request for proposals by the City is two weeks. The closing date, or deadline, for receiving proposals is at the top of this document.
2. Consultant candidates shall submit completed proposals to be received by the City by 4 p.m. on the listed deadline date.
3. The Selection Committee shall complete the review process within one week following the proposal deadline. All consultant candidates will be notified of the results.
4. The selected consultant or firm may be asked to submit a detailed scope of work, schedule, and cost proposal if that information is deemed insufficient in establishing an Agreement for Professional Services with the City.
5. It is expected that an Agreement can be executed within two weeks once the selected consultant has been notified and all required information has been received.

Attachment A

TASK "A" DETAIL										
Task Name (5a):		Pedestrian and Bicycle Safety Education at South Fortuna Elementary School								
Task Summary (5b):		Provide educational lessons to appropriate grade levels on pedestrian and bicycle safety. Technical assistance will be provided to teachers to lead lead le								
	Start Date	End Date	Task Activities (6a):				Deliverables (6b):			
1.	Aug-18	Dec-20	Coordinate education schedule with schools				Schedule of planned pedestrian and bicycle safety lessons			
2.	Aug-18	Dec-20	Conduct lessons				Lessons provided in-classroom and in the field			
3.	Aug-18	Dec-20	Technical Assistance for teachers in Years 2 and 3				Share curriculum with classroom teachers, Provide TA			
4.	Aug-18	Dec-20	Subcontract and Project Management				Invoicing and Task Reports			
5.										
6.										
7.										
8.										
9.										
10.										
Staff Costs (7):										
Staff Time (Agency)										
Party 1 -				ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total \$	InKind Total \$		
Party 2 -										
Party 3 -										
Party 4 -										
Party 5 -										
Party 6 -										
Subtotal Agency							\$ -	\$ -		
Staff Time (Consultant)										
Party 1 -				ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total \$	InKind Total \$		
Party 2 -		Deputy Director		ATP	50	\$80.00	\$ 4,000.00			
Party 3 -		Senior Planner		ATP	124	\$55.00	\$ 6,820.00			
Party 4 -		Planning Assistant		ATP	36	\$45.00	\$ 1,620.00			
Subtotal Consultant		Office Manager		ATP	25	\$55.00	\$ 1,375.00			
Total Staff							\$ 13,815.00	\$ -		
Indirect Costs (8)							\$ 13,815.00	\$ -		
Approved ICAP (8a)?										
Task		<input type="checkbox"/>	If Approved ICAP box is checked, provide Rate (8b):					ATP Indirect Costs (8c):		
Notes (9):										
Other Costs (10):										
You will not be										
To fill out an							ATP Total \$	InKind Total \$		
Itemized "Other Costs" Section							Travel (10a):	\$ 220.00	\$ -	
							Equipment (10b):	\$ -	\$ -	
							Supplies/Materials (10c):	\$ -	\$ -	
							Incentives (10d):	\$ -	\$ -	
							Other Direct Costs (10e):	\$ -	\$ -	
							" " (10f):	\$ -	\$ -	
Costs (10g):							\$ 220.00	\$ -		
TOTAL (11):							\$ 220.00	\$ -		

TASK "B" DETAIL							
Task Name (5a):		Create Arrival and Dismissal Procedures					
Task Summary (5b):		Develop Map with clear instructions for parents on arrival and dismissal procedures.					
	Start Date	End Date	Activities (6a):	Deliverables (6b):			
1.	Aug-18	Jul-20	Attend PTO, Site Council, and Staff meetings to collect input	Meeting agendas, meeting notes			
2.	Aug-18	Jul-20	Develop draft map	Draft map			
3.	Aug-18	Jul-20	Outreach and education to school and community	PSA's, newsletter articles, flyers			
4.	Aug-18	Jul-20	Finalize and distribute map	Final map, list of distribution strategy and locations			
5.	Aug-18	Jul-20	Staff arrival/dismissal area for 1 week to help parents understand new procedures	Summary report			
6.							
7.							
8.							
9.							
10.							
Staff Costs (7):							
Staff Time (Agency) (7a):			ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total \$	In KindTotal \$
Party 1 -							
Party 2 -							
Party 3 -							
Party 4 -							
Party 5 -							
Party 6 -							
Subtotal Agency Costs:						\$ -	\$ -
Staff Time (Consultant) (7b):			ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total \$	In KindTotal \$
Party 1 -	Deputy Director		ATP	16	\$80.00	\$ 1,280.00	
Party 2 -	Senior Planner		ATP	75	\$55.00	\$ 4,125.00	
Party 3 -	Planning Assistant		ATP	34	\$45.00	\$ 1,530.00	
Party 4 -	School Interpreter		ATP	40	\$30.00	\$ 1,200.00	
Subtotal Consultant Cost:						\$ 6,855.00	\$ -
Total Staff Costs (Agency & Consultant) (7c):						\$ 6,855.00	\$ -
Indirect Costs (8)							
Approved ICAP (8a)?	<input type="checkbox"/>	If Approved ICAP box is checked, provide Rate (8b):				ATP Indirect Costs (8c):	
Task Notes (9):							
Other Costs (10):							
You will not be able to fill in the following items. The totals for each "Other Costs" category listed below will automatically calculate from information entered in the itemized other costs section:							
To fill out an itemized cost for each "Other Cost", click below: <div style="border: 1px solid black; padding: 5px; display: inline-block;">Itemized "Other Costs" Section</div>					Travel (10a):	\$ 80.00	\$ -
					Equipment (10b):	\$ -	\$ -
					Supplies/Materials (10c):	\$ 600.00	\$ -
					Incentives (10d):	\$ -	\$ -
					Other Direct Costs (10e):	\$ -	\$ -
					" " (10f):	\$ -	\$ -
Total Other Costs (9g):					\$ 680.00	\$ -	
TASK GRAND TOTAL (10):					\$ 7,535.00	\$ -	

TASK "C" DETAIL							
Task Name (5a):		Walk and Roll Events					
Task Summary (5b):		Support for and coordination of regular Walk to School Day events					
	Start Date	End Date	Task Activities (6a):		Deliverables (6b):		
1.	Aug-18	Jul-20	Outreach to students and families		PSA's, newsletter articles, flyers		
2.	Aug-18	Jul-20	Attend PTA, Staff, and Site Council meetings		Meeting agendas and/or minutes		
3.	Aug-18	Jul-20	Event Planning		List of event activities		
4.	Aug-18	Jul-20	Implement Events		Participant counts		
5.							
6.							
7.							
8.							
9.							
10.							
Staff Costs (7):							
Staff Time (Agency) (7a):			ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total \$	InKind Total \$
Party 1 -							
Party 2 -							
Party 3 -							
Party 4 -							
Party 5 -							
Party 6 -							
Subtotal Agency Costs:						\$ -	\$ -
Staff Time (Consultant) (7b):			ATP or InKind (select one)	Staff Hours	Rate Per Hour	ATP Total \$	InKind Total \$
Party 1 -	Deputy Director		ATP	24	\$80.00	\$ 1,920.00	
Party 2 -	Senior Planner		ATP	66	\$55.00	\$ 3,630.00	
Party 3 -	Planning Assistant		ATP	46	\$45.00	\$ 2,070.00	
Party 4 -	School Interpreter		ATP	20	\$30.00	\$ 600.00	
Subtotal Consultant Costs:						\$ 8,220.00	\$ -
Total Staff Costs (Agency & Consultant) (7c):						\$ 8,220.00	\$ -
Indirect Costs (8)							
Approved ICAP (8a)?	<input type="checkbox"/>	If Approved ICAP box is checked, provide Rate (8b):			ATP Indirect Costs (8c):		
Task Notes (9):							
Other Costs (10):							
You will not be able to fill in the following items. The totals for each "Other Costs" category listed below will automatically calculate from information entered in the itemized other costs section:							
To fill out an itemized cost for each "Other Cost", click below: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">Itemized "Other Costs" Section</div>					Travel (10a):	\$ 120.00	\$ -
					Equipment (10b):	\$ -	\$ -
					Supplies/Materials (10c):	\$ -	\$ -
					Incentives (10d):	\$ 1,090.00	\$ -
					Other Direct Costs (10e):	\$ -	\$ -
					" " (10f):	\$ -	\$ -
					Total Other Costs (10g):		
TASK GRAND TOTAL (11):					\$ 9,430.00	\$ -	

Request for Professional Services Form (Attachment B)

Project Name:	
Project No.:	
Federal Aid No.:	
County Contact Person:	
Proposal Deadline:	

Consultant Candidate: Please complete the following information:

Consultant or Company Name	
Consultant or Company Address	
Contact Person	
Contact Person Phone Number	
Contact Person Email Address	
<p>Question #1:</p> <p>What are your qualifications and experience for this work?</p>	
<p>Question #2:</p> <p>What is your recommended approach or strategy?</p>	
<p>Question #3:</p> <p>What is the availability of qualified staff?</p>	
<p>Question #4:</p> <p>What is the approximate cost range for the work, and how will you provide cost-effective services?</p>	
<p>Additional information can be attached, or responses can be provided in an alternative format.</p>	