



## REQUEST FOR PROPOSAL City of Calipatria, CALIFORNIA

In order to assure compliance with the California Department of Housing and Community Development (HCD) and related requirements regarding competitive negotiation of Design Engineering services, the *City of Calipatria* is seeking Proposals for the provision of the services described below relating to the Hernandez Park Water Delivery and Park Improvements .

### **Description of Services Needed**

Consultant/Engineer to complete design which includes demolition and improvement plans, standard details, and specifications, and bid documents.

### **Type of Contract**

The *City of Calipatria* will execute a firm, fixed-price type of contract for these services that is contingent on the final commitment of grant funding. All services will be delivered for the agreed upon price.

### **Federal Requirements**

Prospective offerors should note the successful proposer must meet the following terms and conditions:

1. Appendix II to 2 CFR Part 200
2. Title VI of the Civil Rights Act of 1964.
3. Conflict of Interest (24 CFR Part 570).
4. Access to records.
5. Executive Order 11246 - Equal Employment Opportunity
6. Executive Order 12138 - Women Business Enterprise Policy.
7. Architectural Barrier Act of 1968.
8. Age Discrimination Act of 1975.
9. Section 3 Clause - Housing and Urban Development Act of 1968.
10. Section 504 - Rehabilitation Act of 1973.
11. Executive Order 11063.
12. Davis Bacon and Related Acts.

### **Proposal Content**

The proposal should include the following:

1. A description of expertise, experience, and resources directly relevant and available for the proposed project.
2. A list of similar projects previously completed.

3. A list of references.
4. Resumes of professional staff members that will work on this project
5. Name of person to be in charge of project.
6. Description of scope of services as per "Description of Services Needed" and proposed prices as per "Type of Contract".
7. A project timeline.
8. Proposed Fee for Providing Services

The proposal shall also provide the following information: name, title, address and telephone number of individuals with authority to negotiate and bind the proposer contractually, and who may be contacted during the period of proposal evaluation.

### **Award of Contract**

Proposal Evaluation criteria shall include:

1. Firm's history and resource capabilities to perform required services. (1-10 Points)
2. Evaluation of assigned personnel. (1-10 Points)
3. Related Experience. (1-10 Points)
4. Financial Management and Cost Allocation experience and results. (1-10 Points)
5. Familiarity with local experience and results. (1-10 Points)
6. Ability to relate to project. (1-10 Points)
7. Analysis of narrative statement. (1-10 Points)
8. Reference check. (1-10 Points)
9. Price comparison. (1-10 Points)

If you are interested in providing the required services, please note that *six (6)* copies of the Proposal of each prospective organization must be received by the City of Calipatria, *City Clerk's Office, 125 N Park Ave, Calipatria, California 92233* no later than 4:00 p.m. local time on November 15, 2022. Each Proposal will be reviewed for completeness and clarity according to the above criteria. Interviews are expected to be held on November 17, 2022.

The City of Calipatria may or may not negotiate the fee schedule with one or more offers. The City of Calipatria reserves the right to reject any and/or all proposals. The City of Calipatria is an Equal Opportunity Employer. The contract is tentatively scheduled to be awarded by the City of Calipatria on November 22, 2022. Offerors may desire additional information, a site visit or clarification regarding the Proposal. If so, please contact City Manager Rom Medina or Administrative Assistant Natasha Saucedo between 9:00 a.m. and 5:00 p.m. local time at (760) 348-4141 for scheduling.

