

CITY OF STOCKTON



**REQUEST FOR PROPOSALS (RFP)
TO PROVIDE PRIVATE RELOCATION CONSULTING SERVICES
FOR THE CITY OF STOCKTON, CALIFORNIA
REDEVELOPMENT AGENCY
(PUR 06-039)**



**PROPOSALS WILL BE RECEIVED UNTIL THE HOUR OF
2:00 O'CLOCK P.M., MAY 11, 2006.
IN THE OFFICE OF THE CITY CLERK,
FIRST FLOOR, CITY HALL, 425 NORTH EL DORADO STREET,
STOCKTON, CALIFORNIA 95202-1997**

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NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that Request for Proposals (RFP) are invited by the City of Stockton, California for specifications to provide **PRIVATE RELOCATION CONSULTING SERVICES (PUR 06-039)** in strict accordance with the specifications.

The Redevelopment Agency of the City of Stockton ("Agency") invites qualified relocation consulting firms to submit qualifications and fee proposals to provide relocation services in strict accordance with the specifications.

Proposal forms and specifications are available on the City's web site at <http://www.stocktongov.com/business/bidflash.cfm> and must be delivered to the Office of the City Clerk, City Hall, 425 North El Dorado Street, Stockton, up to but not later than, Thursday, May 11, 2006, at 2:00 p.m.

The City reserves the right to reject any and/or all proposals received.

Information on Technical Data

Joseph Mulligan, Redevelopment Agency
(209) 937-8059
e-mail: Joseph.Mulligan@ci.stockton.ca.us

Information on Bid Process/Clarification

Ed Wall, Senior Buyer, Purchasing Division
(209) 937-8358
e-mail: Ed.Wall@ci.stockton.ca.us

DISCLAIMER: The City does not assume any liability or responsibility for errors/omissions in any document transmitted electronically.

Dated: April 28, 2006

//s//KATHERINE GONG MEISSNER
CITY CLERK OF THE CITY OF STOCKTON

PROPONENT'S CHECKLIST
CITY OF STOCKTON / PURCHASING DIVISION

Did You:

- * ___ Sign and notarize by jurat certificate the "Non-Collusive Affidavit" form. An "All-Purpose Acknowledgment" form will not be sufficient.
- * ___ Complete and sign the "Proponent's Fee Schedule" form, (under separate cover).
- * ___ Sign the "Proponent's Agreement" form.
- * ___ Include your **\$-0-** proponent's security, proponents bond, certified or cashier's check.
- * ___ **Include with proposal, name and e-mail address for City contact.**
- * ___ Submit one (1) ORIGINAL and SIX (6) COPIES of all proposal documents.
- * ___ Review all clarifications/questions/answers on the City's website at <http://www.stocktongov.com/business/bidflash.cfm> .
- * ___ Comply with Affirmative Action and Equal Employment Opportunity guidelines.
- * ___ Deliver sealed proposal to City Hall, City Clerk's Office (1st floor), 425 North El Dorado Street, Stockton, CA 95202, before **Thursday, May 11, 2006, at 2:00 p.m.** Sealed proposal shall be marked "Proposal" and indicate project name, number, and proposal opening date. Please note that some overnight delivery services do not deliver directly to the City Clerk's Office. This could result in the proposal arriving in the City Clerk's Office after the proposal opening deadline and therefore not being accepted.
 - A) "RFP – TO PROVIDE PRIVATE RELOCATION CONSULTING SERVICES"
 - B) PUR 06-039
 - C) MAY 11, 2006

CONTACT INFORMATION:

Information on Technical Data	Information on Bid Process/Clarification
Joseph Mulligan, Redevelopment Agency (209) 937-8059 e-mail: Joseph.Mulligan@ci.stockton.ca.us	Ed Wall, Senior Buyer (209) 937-8358 e-mail: Ed.Wall@ci.stockton.ca.us

*If not completed as required, your proposal may be voided.

DISCLAIMER: The City does not assume any liability or responsibility for errors/omissions in any document transmitted electronically.

THIS FORM IS FOR YOUR INFORMATION ONLY AND DOES NOT NEED TO BE SUBMITTED WITH YOUR PROPOSAL.

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1.0 GENERAL INFORMATION

NOTE: References herein to City of Stockton/City shall also hereinafter refer to Redevelopment Agency/Agency, i.e., City/Agency

1.1 REQUEST FOR PROPOSAL (RFP) PROCESS

The purpose of this Request for Proposal (RFP) is to request proponents to present their qualifications and capabilities to provide **PRIVATE RELOCATION CONSULTING SERVICES (PUR 06-039)** for the City of Stockton.

1.2 INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than **2:00 p.m., on Thursday, May 11, 2006**, in the office of:

CITY CLERK
CITY OF STOCKTON
425 NORTH EL DORADO STREET
STOCKTON, CA 95202-1997

One (1) original and six (6) copies of the proposal shall be submitted. The proposal should be firmly sealed in an envelope which shall be clearly marked on the outside, "**PRIVATE RELOCATION CONSULTING SERVICES for the City of Stockton (PUR 06-039)**." Any proposal received after the due date may not be accepted and may be rejected and returned, unopened, to the proposer.

In addition to the above requirement, proposal responses may be submitted in electronic form in MS WORD format. **DISCLAIMER:** The City does not assume any liability or responsibility for errors/omissions in any document transmitted electronically.

Proponent may submit more than one proposal provided the proposal meets the functional requirements.

1.3 LOCAL BUSINESS PREFERENCE

Stockton Municipal Code Section 3-106.1 reads as follows:

Preference shall be given to the purchase of supplies, materials, equipment and contractual services from local merchants, quality and price being equal. Local merchants who have a physical business location within the boundaries of San Joaquin County, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Chapter 6, Division 5, shall

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be granted a three (3) percent bid preference. The **three (3)** percent preference shall be based on the amount of that portion of the bid which is subject to sales tax. This is intended to provide preference in the award of certain City contracts in order to encourage businesses to move into the City.

1.4 CONSEQUENCE OF SUBMISSION OF PROPOSAL

- A. The City shall not be obligated to respond to any proposal submitted nor be legally bound in any manner by the submission of a proposal.
- B. Acceptance by the City of a proposal obligates the proponent to enter into an agreement with the City.
- C. An agreement shall not be binding or valid against the City unless or until it is executed by the City and the proponent.
- D. Statistical information contained in these documents is for informational purposes only. The City shall not be responsible for the accuracy of said data. City reserves the right to increase or decrease the project scope.

1.5 ACCEPTANCE OR REJECTION OF PROPOSAL

The City reserves the right to select the successful proposal and negotiate an agreement as to the scope of services, the schedule for performance and duration of the services with proponent(s) whose proposal(s) is/are most responsive to the needs of the City. Further, the City reserves the right to reject any and all proposals, or alternate proposals, or waive any informality or irregularity in the proposal as is in the City's best interest.

The City reserves the right to reject any and all proposals, or portions thereof, received in response to the Request or to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interests of the City. Additionally, the City may, for any reason, decide not to award an agreement(s) as a result of this Request.

Non-acceptance of any proposal shall not imply that the proposal was deficient. Rather, non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City or that the City decided not to award an agreement as a result of this Request.

1.6 RIGHT TO CHANGE OR AMEND REQUEST

The City reserves the right to change the terms and conditions of this Request. The City will notify potential proponent(s) of any material changes by posting on the City's website. No one is authorized to amend any of the Request requirements in any respect, by an oral statement, or to make any representation or interpretation in

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conflict with their provisions. If necessary, supplementary information and/or clarifications/questions/answers will be posted on the City's website @ <http://www.stocktongov.com/business/bidflash.cfm> . Failure of any proponent to not have received such information and/or clarifications/questions/answers shall not relieve such proponent from any obligation under his/her proposal as submitted.

Any exceptions to this Proposal shall be clearly stated in writing.

1.7 CANCELLATION

The City reserves the right to rescind award of the contract at any time before execution of the contract by both parties if rescission is deemed to be in City's best interest. In no event shall City have any liability for the rescission of award. The proponent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

1.8 EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the Request, that it is aware of the applicable facts pertaining to the Request process and its procedures and requirements, and that it has read and understands the Request. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition. Statistical information which may be contained in the Request or any addendum is for informational purposes only. The City disclaims any responsibility sfor this information which may subsequently be determined to be incomplete or inaccurate.

1.9 ADDENDA AND INTERPRETATION

The City will not be responsible for, nor be bound by, any oral instructions, interpretations, or explanations issued by the City or its representatives. Any request for clarifications/questions/answers of this Request shall be made in writing/e-mail and deliverable to:

CITY OF STOCKTON
ATTN: JOSEPH MULLIGAN
REDEVELOPMENT AGENCY
425 NORTH EL DORADO STREET
STOCKTON, CA 95202-1997
Joseph.Mulligan@ci.stockton.ca.us

CITY OF STOCKTON
ATTN: ED WALL
PURCHASING DIVISION
425 NORTH EL DORADO STREET
STOCKTON, CA 95202-1997
Ed.Wall@ci.stockton.ca.us

Such request for clarifications/questions/answers shall be delivered to the City at least ten (10) calendar days prior to the date for receipt of proposals. Any City response to a request for clarifications/questions/answers will be posted on the

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City's website at <http://www.stocktongov.com/business/bidflash.cfm> (not later than five (5) calendar days prior to the due date), and will become a part of the Request. The proponent should await responses to inquires prior to submitting a proposal.

1.10 DISQUALIFICATION

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents;
- B. Any attempt to improperly influence any member of the evaluation panel;
- C. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- D. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

1.11 INFORMAL PROPOSAL REJECTED

A proposal shall be prepared and submitted in accordance with the provisions of these Request instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from, or to a proposal may be sufficient grounds for rejection of the proposal. The City has the right to waive any defects in a proposal if the City chooses to do so. The City may not accept a proposal if any document or item necessary for the proper evaluation of the proposal is incomplete, improperly executed, indefinite, ambiguous, or missing.

1.12 CONDITIONS TO BE ACCEPTED IF ANY WORK IS SUBCONTRACTED

- A. The proponent assumes full responsibility, including insurance and bonding requirements, for the quality and quantity of all work performed.
- B. If proponent's supplier(s) and/or subcontractor's involvement requires the use of a licensed, patented, or proprietary process, the proponent of the process is responsible for assuring that the subcontractor, supplier, and/or operator have been properly authorized to use the process or for providing another process which is comparable to that which is required prior to submission of a proposal.

1.13 LICENSING REQUIREMENTS

Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proponent.

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A City of Stockton Business license may be required for this project. Please contact the City of Stockton Business License Division at (209) 937-8313.

1.14 INSURANCE REQUIREMENTS

Proponent, at proponent's sole cost and expense and for the full term of the resultant agreement or any extension, shall obtain and maintain at least all of the insurance requirements listed in Exhibit A.

All policies, endorsements, and certificates shall be subject to approval by the Risk Manager of the City of Stockton as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Risk Manager. Proponent agrees to provide City with a copy of said policies, certificates, and/or endorsements.

The proponent shall satisfy these insurance requirements concurrently with the signing of the contract prior to commencement of work. Please contact City of Stockton Risk Management at (209) 937-8629.

Proof of insurance coverage for personal injury and property damage, including commercial general and automobile liability and contractual liability shall be provided in the amount of not less than \$1,000,000 and in a form acceptable to the City. The City of Stockton shall be named an additional insured by separate endorsement. Carrier shall provide notice to the City of any change in or limitation of coverage or of cancellation no less than 30 days prior to the effective date. Proof of worker's compensation coverage pursuant to statutory requirements shall also be provided.

All coverage shall be provided by a carrier authorized to transact business in California and shall be primary.

1.15 HOLD HARMLESS DEFENSE CLAUSE

The contractor shall indemnify, defend, and save harmless the City against all loss, cost, or damage on account of any injury to persons or property, including employees or property of the City, contractor or third parties, occurring in the performance of the contract.

1.16 APPLICABLE LAW

This agreement shall be governed by the laws of the State of California. Venue shall be proper in the Superior Court of the State of California, county of San Joaquin, Stockton Branch, or, for actions brought in Federal Court, the United States District Court for the Eastern District of California, Sacramento Division.

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1.17 METHOD OF PAYMENT

Negotiated. Please provide detailed information relative to your billing procedures and billing format.

1.18 NOTICE TO OUT-OF-STATE VENDOR

Do not charge any sales or use tax on this purchase. The City of Stockton will pay all applicable sales/use tax directly to the State of California for this purchase.

It is the policy of the City of Stockton to pay all applicable California sales/use tax directly to the State Board of Equalization (BOE) pursuant to California Revenue and Taxation Code 7051.3. The City of Stockton will self-accrue all sales/use tax on purchases made from out-of-state vendors.

Sales and use tax on purchases made by the City of Stockton from all companies located outside California and whose products are shipped from out of state will be remitted to the BOE directly by the City under permit number **SR KHE 28-051174 DP**. **Please do not include sales/use tax on the invoice that you submit to the City of Stockton.**

Questions regarding the City of Stockton's payment of sales/use tax can be directed to Jim Leonardini at (209) 937-7007.

1.19 TERM

Contract completion as outlined.

1.20 COMPETITIVE PRICING

Proponent warrants and agrees that each of the charges, economic or product terms or warranties granted pursuant to this Contract are comparable to or better than the equivalent charge, economic or product term or warranty being offered to any similarly situated commercial or other government customer of proponent. If proponent enters into any arrangements with another customer of proponent to provide product under more favorable charges, economic or product terms or warranties, proponent shall immediately notify CITY of such change and this Contract shall be deemed amended to incorporate the most favorable charges, economic or product terms or warranties.

1.21 FUNDING

Any contract which results from this Request will terminate without penalty at the end of the fiscal year in the event funds are not appropriated for the next fiscal year. If funds are appropriated for a portion of the fiscal year, this contract will terminate

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without penalty, at the end of the term for which funds are appropriated.

1.22 UNCONDITIONAL TERMINATION FOR CONVENIENCE

The City may terminate the resultant agreement for convenience by providing sixty (60) calendar day advance notice unless otherwise stated in writing.

1.23 AUDITING OF CHARGES AND SERVICES

The City reserves the right to periodically audit all charges and services made by the successful proponent to the City for services provided under the contract. Upon request, the proponent agrees to furnish the City with necessary information and assistance.

1.24 PROPOSAL SECURITY

Every proposal offered shall be accompanied by cash or other acceptable financial instrument in favor of and payable to the City of Stockton for an amount not less than ~~\$-0-~~ or a proponent's bond executed by a surety authorized by the Insurance Commissioner to transact business of insurance in the State of California, made out in favor of the CITY OF STOCKTON for an amount not less than ~~\$-0-~~ and no proposal shall be considered unless accompanied by such check or proponent's bond.

If proposer elects to accompany their proposal with a proponent's bond, then said bond shall state on its face that, "in the event the person, firm, or corporation is awarded the contract and the said proponent shall fail, neglect, or refuse to enter into a contract to said equipment or materials, then the amount therein mentioned in the proponent's bond accompanying the proposal of said person, firm, or corporation shall be declared to be forfeited to the City."

In the event that the person, firm, or corporation to whom said contract may be awarded fails, neglects, or refuses to enter into contract to furnish said equipment or materials, as hereinbefore provided within thirty (30) days of award, then the cash, cashier's check, or certified check and the amount therein mentioned, accompanying the proposal of said person, firm, or corporation, shall be declared to be forfeited to said City; or, if non-complying proponent has accompanied their proposal with a proponent's bond, appropriate legal action to collect the proponent's bond shall be undertaken.

1.25 CONTRACT BONDS

The successful proponent will be required to furnish the City of Stockton with a Faithful Performance Bond in the amount of ~~\$-0-~~ and shall be furnished concurrently with the signing of the contract.

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The surety which provides the bond(s) must be authorized by the Insurance Commissioner to transact business of insurance in the State of California.

Said bonds shall be executed by the surety and contractor concurrently with the signing of the contract. The form and content of said bonds must be approved by the appropriate City departments.

All alterations, extension of time, extra and additional work, and other changes authorized by these specifications or any part of the contract shall be made without securing the consent of the surety or sureties on the contract bonds.

1.26 CHANGES

The City's Representative has the authority to review and recommend or reject change orders and cost proposals submitted by the proponent or as recommended by the proponent's project manager, pursuant to the adopted City of Stockton Standard Specifications.

1.27 AWARD

Upon conclusion of the Request process, a contract may be awarded for **PRIVATE RELOCATION CONSULTING SERVICES** for the City of Stockton.

The City reserves the right to select the successful proponent and to negotiate terms of a contract with the proponent(s) whose proposal(s) is/are most responsive to the needs of the City. Further, the City reserves the right to reject any and all proposals, or alternate proposals, or waive any informality in the proposal as is in the City's best interest.

1.28 LIQUIDATED DAMAGES

Timely completion of all services is essential to this agreement. The amount of the liquidated damages to be paid by Consultant to City for failure to complete services within the completion period set forth in Section 2.3.12 herein will be **1%** of the fee for **each** household not relocated herein for each calendar day, continuing to the time at which the households are relocated. In the case where Consultant has not received necessary documents and information, where delay is caused by actions of the City or where additional services are authorized the time frame may be extended only upon written agreement by City and Consultant.

1.29 PRODUCT OWNERSHIP

Any documents, products or systems resulting from the contract will be the property of the City of Stockton.

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1.30 CONFIDENTIALITY

If proponent believes that portions of a proposal constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then the proponent must so specify by, at a minimum, stamping in bold red letters the term "**CONFIDENTIAL**" on that part of the proposal which the proponent believes to be protected from disclosure. The proponent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the proponent believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. The City will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. **The proponent is hereby put on notice that the City may consider all or parts of the offer public information under applicable law even though marked confidential.**

1.31 OTHER GOVERNMENTAL AGENCIES

If mutually agreeable to all parties, the use of any resultant contract/purchase order may be extended to other political subdivisions, municipalities, or tax supported agencies.

Such participating governmental bodies shall make purchases in their own name, make payment directly to successful bidder and be liable directly to the successful bidder, holding the City of Stockton harmless.

1.32 AFFIRMATIVE ACTION

In compliance with the Code of Federal Regulations Title 24 Part 85.36 (24 CFR 85.36) respondents who will be sub-contracting must make good faith efforts to contract with small and minority firms, and women's business enterprises. Efforts must include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and

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- Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Respondents must submit a letter with their proposals certifying that they solicited sub-contracts in compliance with 24 CFR 85.36.

1.33 EQUAL EMPLOYMENT OPPORTUNITY

Respondents must submit a letter stating they are in compliance with all Equal Employment Opportunity regulations.

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2.0 GENERAL INFORMATION

Located in California's fertile San Joaquin Valley, the City of Stockton, with a population of 241,000 offers a unique blend of rural and urban qualities. The busy inland port is the entrance to the unique San Joaquin Delta, a series of waterways and agricultural islands leading to San Francisco Bay. The county seat and financial center for San Joaquin County, Stockton has become one of the fastest developing general manufacturing, warehousing, and distribution centers in California. With agriculture as its number one product, San Joaquin County has agricultural gross receipts valued in excess of one billion dollars-one of the highest agricultural incomes per acre counties in the nation.

In 2004, the City of Stockton was designated an All-America City by the National Civic League. The National Civic League is a 105 year old national non-profit, non-partisan organization dedicated to strengthening citizen democracy by transforming democratic institutions. Each year the National Civic League receives applications from approximately 100 cities from across the country for this prestigious recognition. The City of Stockton received the All-America City Award for work the community has done to create new jobs, reduce crime, improve the Delta's environment, and revitalize the downtown area. These accomplishments were a result of cooperative efforts by the Stockton citizens, community leaders and government working together to improve the quality of life in our city. It is with great pride that the City of Stockton carries the title of All-America City, 2004/1999.

2.1 BACKGROUND

On July 2, 2002 the City of Stockton adopted the South Stockton Redevelopment Plan and Project Area, in part, to eliminate blight and substandard buildings, improve the existing infrastructure, and expand affordable housing opportunities. One of the revitalization strategies was to create new housing on blocks adjacent to Edna Gleason Park that would replace existing substandard units.

The proposed housing project is one component of the six-block Gleason Park Neighborhood Redevelopment project. Goals established for this six-block area include mixed uses that establish a strong neighborhood identity; residential and school uses oriented to the park; interior road abandonments to create a "pedestrian friendly" neighborhood; shared uses between the park and the proposed school; neighborhood child care center and new community center for multifamily units; and new construction to include architectural features including public art to maintain the historic context of the neighborhood. The proposed housing project is an integral component of the revitalization and redevelopment of the Gleason Park neighborhood and downtown Stockton, and the project will complement other revitalization and redevelopment activities recently completed or that are now being implemented or planned in the project area. This proposed project on one of the six blocks includes the acquisition of land as necessary for

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development of affordable housing as part of this Gleason Park Neighborhood Master Revitalization strategy.

The Redevelopment Agency is preparing to acquire property for a project in the Gleason Park Area, which is the Mercy Housing Project located on Block 52 (see attached map – Attachment B). In preparation of the acquisition/relocation in the project area, the Agency has completed a relocation plan. This project will require relocation of 27 households currently living in this block and a breakdown of the owner and tenant occupied properties is attached (Attachment A). Private relocation consulting services are needed to help facilitate the transition for the occupants due to workload demands and to meet Federal and State guidelines as required by the Uniform Act.

2.2 SCOPE OF SERVICES

The Redevelopment Agency of the City of Stockton (“Agency”) is inviting qualified relocation consulting firms to submit qualifications and fee proposals to provide relocation services in accordance with State and Federal regulations. The project contains 27 households that will need to be relocated. A map (Attachment B) and a breakdown of the owner and tenant occupied properties (Attachment A) are attached. The consultant will report to the Real Property Division and will be evaluated on their price and time quotes, availability, and their qualifications or expertise with respect to the assignment at hand. The contract will be awarded on the basis of demonstrated competence and qualifications for the services to be performed at a fair and reasonable cost that may not be the lowest cost submitted. The selection process will be conducted consistent with procedures developed by the Agency.

2.3 CONSULTING SERVICES TO BE PROVIDED

2.3.1 Research and Prepare Housing Valuation Studies

Prepare individual Housing Valuation Studies for each type of housing required. The studies shall be reasonably related to the displacement area and to the needs and preferences of the persons to be displaced.

2.3.2 Attend Meetings with Staff and Attend Public Meetings

Meetings with staff are on an as needed basis and the public meetings are based on requirements of the State and Federal regulations.

2.3.3 Prepare and send all required notices

Originate and distribute all notices to the displacees and to the owners of record that are required by State and Federal regulations.

2.3.4 Locate comparable replacement units and properly inspect for decent, safe and sanitary conditions

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Provide information for comparable units that are available at time of relocation. Inspect all replacement dwellings for decent, safe and sanitary conditions.

2.3.5 Determine appropriate eligibility levels

Verify the extent of the need of each eligible person for relocation assistance.

2.3.6 Provide advisory services and assistance in locating replacement housing

Offer current and continuing information on the availability and prices of comparable sales and rental housing. Provide an inspection for decent, safe and sanitary conditions on replacement units.

2.3.7 Assist in obtaining bids and scheduling moves

Assist each eligible person to obtain moving assistance and schedule move to comparable replacement dwelling.

2.3.8 Prepare claim forms and deliver relocation payments

Prepare all appropriate claim forms and submit to the Agency for payment and deliver payments to eligible persons.

2.3.9 Coordinate payment of rental assistance installments

Manage payments for rental assistance according to State and Federal law.

2.3.10 Prepare and maintain appropriate records and provide Agency with regular status reports

Prepare all records in sufficient detail necessary to demonstrate compliance with the regulations and provide the Agency a regular monthly status report of all relocations.

2.3.11 Assist Agency in the appeals process

Assist the claimant in the appeals process by providing information on the Agency's required procedures and advising the claimant on the preparation of the written claim and the necessary supporting documentation to be provided by the claimant. Attend all appeal sessions.

2.3.12 Time Frame

The consultant is to perform the housing valuation study within **45** days of the execution of an agreement. The consultant shall perform all other services within **250** days from the date of a written notice to proceed provided by the Agency at the time the Agency makes offers to acquire the properties. The consultant will not be responsible for delays caused by the failure of Agency staff or agents to provide information or act on any necessary items within the appropriate time frames.

2.3.13 Sample Forms

Provide the following samples and label this section “**SAMPLES**”

- A. Two (2) examples of recently completed housing valuation studies
- B. A sample of the data input or checklist forms you request to be provided by or filled out by your clients
- C. A sample of the all status reports anticipated to be used on this project.

2.4 PROPOSAL GUIDELINES, CONTENT AND FORMAT

The City of Stockton uses a qualifications-based selection process in obtaining these services. In order for the City to properly evaluate the Proponents' qualification to perform this work, the proposals shall include, as a minimum, the following information:

- A. Evidence of the Proponent's ability to be responsive to this project in regard to timeliness and expertise, including availability of staff proposed to be assigned.
- B. The Proponents are encouraged to expand on the Scope of Work to demonstrate their expertise. Evaluation of the proposals will be based on qualifications, the experience of staff proposed to be assigned to the project, references and thoroughness of the proponent's response to the Scope of Services.
- C. Such additional information that the Proponent may feel would be pertinent to assist the City of Stockton in making its final decision.
- D. Please submit one (1) original and six (6) copies of your proposal/qualifications. One of the copies should be unbound to allow us to reproduce your proposal, as needed. Postmarked or facsimile materials will not be accepted.

2.4.1 Cover Letter

Submit a letter on your company letterhead addressing the proposal and format. The letter should be signed by an officer of the firm authorized to bind the firm to all comments made in the proposal, and shall include the name, address and phone number of the person(s) to contact who will be authorized to represent your firm.

2.4.2 Minimum Experience Qualifications Summary

A statement of professional experience and ability.

2.4.3 Management/Method of Operation

Provide detailed description outlining your firm's approach to provide the service.

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Highlight innovative ideas your firm may have to provide to the City and describe in detail your procedures and management techniques.

2.4.4 References

Provide a list of references with current contact person, e-mail address and phone number who may be contacted regarding firm performance.

2.4.5 Financial Statement

A full and detailed presentation of the true condition, as of December 31, 2004, of the proponent's assets, liabilities and net worth. The report should include a balance sheet and income statement. If the proponent is a new partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture thereof. If firm is a publicly held corporation, the most current annual report should be submitted.

2.4.6 Corporate Structure, Organization

Describe how your firm is organized, noting major divisions and any parent/holding companies, as well as brief history of the firm and all personnel potentially to be involved in the project including all sub-consultants. Designate the Principal in Charge and other key personnel. Include résumés. Also provide a description of the experience your firm has had with similar processes.

2.4.7 Proposal Fee (Under Separate Cover)

Proponent shall submit fee schedules provided herein as Total Fee Schedule. Provide detailed basic fee structure and break-down of any other charges related to your firm's proposal. Finalist's fee structure may be subject to negotiation.

2.4.8 The proposal must be submitted, typewritten on 8½" X 11" white paper and must be bound in a secure manner.

2.4.9 Material and data not specifically requested for consideration, but which the proponent wishes to submit must not appear with the Proposal Form, but may appear only in an "Additional Data" section. This has specific reference to the following types of data:

Generalized narrative of supplementary information; and
Supplementary graphic material

2.4.10 All proposals must be signed with the full name of the proponent, if an individual; by an authorized general partner, if a partnership; or by an authorized officer, if a corporation.

2.4.11 When proposals are signed by an agent other than an officer of a corporation or a member of a general partnership, a power of attorney authorizing the signature must be submitted with the proposal.

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2.4.12 If the proposal is submitted by a partnership or joint venture, the Statement of Personal History attached to the Proposal Form must be completed by each general partner or joint venture thereof. If the proposal is submitted by a corporation, the Statement must be completed by each principal officer of said corporation.

2.4.13 The original proposal must have wet ink signatures. Modification to a proposal after the proposal submittal deadline will not be accepted by the City.

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3.0 EVALUATION PROCEDURE AND CRITERIA

The evaluation panel may consist of a City of Stockton Councilmember/Redevelopment Agency member, City staff and any other person(s) designated by the City who will evaluate all submitted proposals. The panel will evaluate the proposals based on, but not limited to, the following criteria submitted:

- A. Technical competence and comparable experience of project team members;
- B. Experience of team working together on previous projects and on assessment and planning projects;
- C. Creative approach and understanding of the project;
- D. Experience in customer service as it relates to the field;
- E. Capacity of the proponent to perform the service;
- F. Past service record-References of existing customers;
- G. Fee Schedule: completed and signed;
- H. Proponent's Agreement;
- I. Non-Collusion Affidavit;
- J. References consisting of other municipalities contracting with proponent for same or similar types of service;
- K. An evaluation interview may be required to further evaluate proponent's proposal;
- L. Ability to meet the identified schedule;
- M. Financial ability to guarantee negotiated cost and bear expenses above that cost;
- N. Affirmative Action compliance under Section 1.32 and Section 1.33;
- O. Any other criteria as best suits the City.

3.1 PROPOSAL DEVELOPMENT COSTS

The cost of preparing and submitting a proposal is the sole responsibility of the proponent and shall not be chargeable in any manner to the City of Stockton

3.2 PROPONENT CONTACT

Proponent shall provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the City should be directed as part of this proposal.

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FEE SCHEDULE

Provide a single total project cost not to exceed amount for all services to be performed under this proposal as outlined line items (See Section 2.3 through 2.3.11). Also include a breakdown of each anticipated activity described in the Scope of Work based on a per household or time and materials basis or any other method proposed (See sample format below).

TASK	DESCRIPTION	FEE

Any questions regarding this project should be directed to Ed Wall, Senior Buyer, Purchasing Division, at (209) 937-8358 or Ed.Wall@ci.stockton.ca.us.

CITY OF STOCKTON BUSINESS LICENSE NUMBER: _____

FIRM

ADDRESS

SIGNED BY

TITLE OR AGENCY

DATE

TELEPHONE NO./FAX NO.

E-MAIL ADDRESS

NOTE: PROPONENTS ARE TO SUBMIT THIS FEE SCHEDULE IN A SEPARATE SEALED ENVELOPE TO CLEARLY INDICATE THE CONTENT AS:

- A) FEE SCHEDULE – “PRIVATE RELOCATION CONSULTING SERVICES”**
- B) (PUR 06-039)**
- C) MAY 11, 2006**

Pricing will not be disclosed at proposal opening. Finalist’s pricing may be subject to negotiation. The City, at the conclusion of negotiations, may request “best and final” offer from the finalist.

PROPONENT'S AGREEMENT

In submitting this proposal, as herein described, the proponent agrees that:

1. They have carefully examined the Scope of Work and all other provisions of this document and understand the meaning, intent and requirements of same.
2. They will enter into contract negotiations and furnish the services specified.
3. They have signed and notarized the attached non-collusion affidavit form, whether individual, corporate or partnership. Must be 'A Jurat' notarization.
4. They have reviewed all clarifications/questions/answers on the City's website at <http://www.stocktongov.com/business/bidflash.cfm> .
5. Confidentiality: Successful Proponent hereby acknowledges that information provided by the City of Stockton is personal and confidential and shall not be used for any purpose other than the original intent outlined in the Request for Proposal. Breach of confidentiality shall be just cause for immediate termination of contract agreement.

FIRM

ADDRESS

SIGNED BY

TITLE OR AGENCY

TELEPHONE NO./FAX NO.

DATE

E-MAIL ADDRESS

NON-COLLUSION

No. 1 AFFIDAVIT FOR INDIVIDUAL PROPONENT

STATE OF CALIFORNIA, _____)ss.
County of _____)
(insert)

_____ being first duly sworn, deposes and says:
That on behalf of any person not named herein; that said proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other proposal or person, firm or corporation to put in a sham proposal, or that such other person, firm or corporation shall or should refrain from proposing; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other proponent.

(Signature Individual Proposer)

Subscribed and sworn to before me this _____ day of _____, 20_____

(Notary Signature)

No. 2 AFFIDAVIT FOR CORPORATION PROPONENT

STATE OF CALIFORNIA, _____)ss.
County of _____)
(insert)

_____ being first duly sworn, deposes and says: That they are the _____ of _____ a corporation, which corporation is the party making the foregoing proposal, that such proposal is genuine and not sham or collusive, or made in the interest or behalf of any person not named herein; that said proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other proposal or person, firm or corporation to put in a sham proposal, or that such other person, firm or corporation shall or should refrain from proposing; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other proponent.

(Signature Corporation Proposer)

Subscribed and sworn to before me this _____ day of _____, 20_____

(Notary Signature)

No. 3 AFFIDAVIT FOR FIRM, ASSOCIATION, OR CO-PARTNERSHIP

STATE OF CALIFORNIA, _____)ss.
County of _____)
(insert)

_____ each being first duly sworn, depose and say: That they are a member of the firm, association or co-partnership, designated as _____ who is the party making the foregoing proposal; that the other partner, or partners, are _____ that such proposal is genuine and not sham or collusive, or made in the interest or behalf of any person not named herein; that said proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other proposal or person, firm or corporation shall or should refrain from proposing; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other proponent.

(Signature)

(Signature)

Subscribed and sworn to before me this _____ day of _____, 20_____

(Notary Signature)

OWNER OCCUPIED HOUSEHOLDS:

Block 52

- 1) 413 S. Stanislaus Street
- 2) 433 S. Stanislaus Street
- 3) 439 S. Stanislaus Street
- 4) 629A E. Church Street
- 5) 609 E. Church Street
- 6) 436 S. American Street
- 7) 419 S. Stanislaus Street

TENANT OCCUPIED HOUSEHOLDS:

Block 52

- 1) 612A E. Sonora Street
- 2) 612B E. Sonora Street
- 3) 614 E. Sonora Street
- 4) 616 E. Sonora Street
- 5) 618 E. Sonora Street
- 6) 620 E. Sonora Street
- 7) 622 E. Sonora Street
- 8) 628A E. Sonora Street
- 9) 628B E. Sonora Street
- 10) 636 E. Sonora Street
- 11) 411 S. Stanislaus Street
- 12) 646 E. Sonora Street
- 13) 647 E. Church Street
- 14) 633 E. Church Street
- 15) 635 E. Church Street
- 16) 629B E. Church Street
- 17) 629C E. Church Street
- 18) 621 E. Church Street
- 19) 611 E. Church Street
- 20) 446 S. American Street

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of person or Organization:

**CITY OF STOCKTON, ITS OFFICERS, AGENTS AND EMPLOYEES
425 N. EL DORADO STREET
STOCKTON, CA 95202**

**(If no entry appears above, information required to complete this endorsement will be shown in the
Declarations as applicable to this endorsement.)**

**WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization
shown in the Schedule, but only with respect to liability arising out of "your work" for that insured
by or for you.**

**Signature
Authorized Representative**