

COUNTY OF PLUMAS

REQUEST FOR PROPOSALS

FOR

**PROFESSIONAL GRANT MANAGEMENT &
ADMINISTRATION SERVICES**

**RFP Submittals Due By:
July 21, 2021**

AT 3:00 P.M.

**Office of the County Administrator
Gabriel Hydrick
520 Main Street, Rm. 309
Quincy, California 95971
gabrielhydrick@countyofplumas.com
(530) 283-6446**

INTRODUCTION

The intent of the Request for Proposals (“RFP”) is to seek qualified firms, individuals or consultants for the County of Plumas (“County”) to provide technical and logistical assistance to the County Administrator in public outreach, gathering and filtering proposed uses of ARPA funds from community stakeholders and County departments, developing a recommendation for the Board as well as programmatic administration and meeting ARPA reporting requirements.

BACKGROUND

Plumas County is located near the northeast corner of California, where the Sierra and the Cascade mountains meet. The Feather River, with its several forks, flows through the County. Quincy, the unincorporated county seat, is about 80 miles northeast from Oroville, California, and about 85 miles from Lake Tahoe and Reno, Nevada. State highways 70 and 89 traverse the county.

The population of Plumas County is just under 20,000, and the Quincy area population is about 4,217. The population of the county has grown quite slowly, and with U.S. National Forests covering over approximately 80% of its area, the county has been able to maintain the lifestyle, which is so attractive to its residents and visitors.

The county boasts more than 100 lakes and 1,000 miles of rivers and streams with over a million acres of national forest. With only nine people per square mile, this rural, four seasons mountain retreat offers beauty, solitude, and clean air, making it the ideal spot for a quiet vacation.

SCOPE OF WORK

The County of Plumas seeks qualified firms, individuals or contractors that have expertise in and services for:

- Public outreach
- Grant management
- Grant programmatic administration
- Grant reporting
- Analysis of eligible projects, Treasury rules and Board priorities

Tasks and responsibilities of the selected consultant may include:

- Explaining complex topics to others who may be unfamiliar in the subject matter;
- Presenting and receiving information in a public setting. Consultant should plan for three (3) in person meetings for community outreach in the communities of Chester, Quincy and Portola and one (1) meeting with the Board of Supervisors.

- Develop a timeline that includes public & County department outreach, project evaluation, developing a recommendation to the Board, Treasury reporting;
- Help engage the public through websites, live-feed public meetings and hearings, development of press releases and presentations, electronic surveys and other outreach opportunities as required;
- Log public outreach documents and maintain records according to legal requirements and best practices;
- Be a consensus builder and promote common goals;
- Be open to all eligible proposals and promote public engagement and feedback;
- Be familiar with ARPA project eligibility rules;
- Be receptive to feedback and work effectively with the County Administrator and public;
- Other tasks requested by the County team that relate to grant administration and management general practices;

REQUIRED PROPOSAL INFORMATION

Technical and Cost Proposal

1. **Cover Letter:** This letter should introduce your firm and team and should be limited to two (2) pages.
2. **Statement of Qualifications:** Include a statement of your firm's qualifications to perform the work consistent with general grant assistance, management and administration practices. The statement should include information describing at least one (1) similar project of a similar size and complexity finished within the past five (5) years. Provide contact information, email and telephone numbers, for each project. This material should be limited to three (3) pages.
3. **Organization and Staffing:** Provide brief narratives, background and educational experience, of consultant team members. Provide staff contact information and specify the main lead contact for the consultant team. Two (2) page maximum length.
4. **Scope of Work:** Provide a scope of work that describes task-by-task how you plan to accomplish the required work. Said scope should include tasks for review of work products by County staff. Effort should be made to keep the length of this section to under three (3) pages.
5. **Person Hours by Task:** Provide a table that shows your planned person hours by classification and task for all work you plan to perform.
6. **Project Schedule:** Provide a timeline that shows the planned starting time and duration of each task in your scope of work.

7. **Cost of Services:** Provide a table that shows your firm's estimated cost for the services, listed by task.
8. **Hourly Rates by Classification:** Provide a listing of your firm's hourly rates by classification, as well as any other cost factors which you would need to price extra work. If a flat rate is proposed, please indicate the amount.

PROPOSAL EVALUATION CRITERIA

The County of Plumas intends to evaluate and rank the technical proposals received by utilizing the following criteria:

| <u>Criteria</u> | <u>Points</u> |
|--|----------------------|
| Qualifications of the Firm: Based on experience and projects similar to this project | 15 |
| References: Based on quality of references | 10 |
| Staffing: Based on background and experience of proposed staffing on similar projects with the proposing firm | 15 |
| Schedule: Based on thoroughness and reasonableness of the proposed schedule | 20 |
| Scope of Work: Based on the understanding of work, approach, methods, procedures, etc. | 40 |

The proposal submitted by each firm will be ranked by County staff using the evaluation method described above. The highest ranked firm(s) may be interviewed by an evaluation team consisting of the County team, in full or in part. The technical ranking may be adjusted subsequent to the completion of the interview(s).

The final evaluation and ranking of the proposals will consider the scores from the technical review and interviews, with the final selection being based upon qualification, experience, resources, understanding of the County's requirements, approach, methods and procedures, and schedule. The highest ranked firm will be selected to negotiate an Agreement utilizing the submitted cost proposal as a starting point. Please see the County's Standard Services Agreement as Attachment 1.

The County is not bound to select any of the firms submitting proposals, may waive any irregularities in proposals and their submittal which may be advantageous to the County, and is not liable for any costs of preparation and submittal of proposals, including any presentations made to the County.

GENERAL INFORMATION

- Contract shall be for no more than one (1) year.
- Interested respondents may obtain a copy of this solicitation by contacting the County Administrator (see contact info on cover page)

- The County reserves the right to reject any and all submittals.
- The Consultant shall provide the County with any exceptions, additions, or suggestions that will aide in the selection process.
- The proposal and this RFP shall jointly become part of the Agreement for Professional Services for this project when said agreement is fully executed by the Consultant and County.
- Consultant is obligated to provide evidence of insurance.
- Subcontractors/subconsultants (subcontractors): The Proposer may utilize the services of subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors. Unless a specific subcontractor is listed by the Proposer, Proposer is representing to County that Proposer has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of the proposal, the Proposer shall not award work to any unlisted subcontractor without prior written approval of the County. The proposer shall be fully responsible to the County for the performance of his/her subcontractors, and of persons either directly or indirectly employed by them.

Nothing contained herein shall create any contractual relation between any subcontractor and the County.

- A term of the Agreement will be that the individual directly responsible for Consultant's overall performance of the work will be so designated in the Agreement and that person will serve as principal liaison between County and Consultant, and attend all community meetings and all Board of Supervisors' meetings related to the redistricting process. This person shall be identified ahead of time and designated in the Agreement, and no other individual may be substituted without the prior written approval of the County Administrator or the County Administrator's designee.

RFP SCHEDULE

The following is the County's tentative schedule for selection of the Consultant:

- | | |
|--------------------------------|----------------------------|
| 1. Issuance of RFP: | July 7, 2021 |
| 2. Deadline for RFP Submittal: | July 21, 2021 at 3:00pm |
| 3. RFP Opening: | July 21, 2021 at 3:30pm |
| 4. Review of Qualifications: | July 21-23, 2021 |
| 5. Award of Agreement: | August 3, 2021 (tentative) |

SUBMITTAL

Two (2) printed copies and one (1) emailed digital copy of the proposal must be received by 3:00 p.m. on July 21, 2021 at:

County of Plumas, Office of the County Administrator
Attn: Gabriel Hydrick
520 Main St., Rm. 309, Quincy CA 95971
gabrielhydrick@countyofplumas.com

Please clearly mark the envelope and email subject line as follows:

RFP – PROFESSIONAL GRANT MANAGEMENT & ADMINISTRATION SERVICES

SERVICES AGREEMENT

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its County Administrator (hereinafter referred to as "County"), and [INSERT], a California Corporation hereinafter referred to as "Contractor" or "[INSERT]".

The parties agree as follows:

1. **Scope of Work.** Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed [INSERT\$].
3. **Term.** The term of this Agreement shall be from [INSERTDATE] through [INSERTDATE], unless terminated earlier as provided herein.
4. **Termination.** Either party may terminate this Agreement by giving thirty (30) days written notice to the other party.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. **Warranty and Legal Compliance.** The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. **Amendment.** This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
8. **Indemnification.** To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and

Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.

9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
 - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
 - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
 - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
 - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and

- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this Agreement, and Contractor shall verify subcontractor's compliance.

- 10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
- 11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
- 12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
- 13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
- 14. Choice of Law. The laws of the State of California shall govern this Agreement.
- 15. Interpretation. This Agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
- 16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
- 17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

18. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Gabriel Hydrick
County Administrator
County of Plumas
520 Main St., Rm. 309
Quincy, CA 95971
Attention: [INSERT]

Contractor:

22. [INSERT]
[INSERT]
23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.

Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.