



Legislation Details (With Text)

**File #:** 2020-682      **Version:** 1      **Name:**

**Type:** Consent      **Status:** Agenda Ready

**File created:** 9/27/2020      **In control:** City Council

**On agenda:** 10/20/2020      **Final action:**

**Title:** CONSIDER AWARD AND APPROVAL OF CONTRACT SERVICES AGREEMENT TO D. WOOLLEY ASSOCIATES FOR ENHANCED INFRASTRUCTURE FINANCING DISTRICT (EIFD) LEGAL DESCRIPTION SERVICES (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit No. 1 - RFP 20-016 EIFD Legal Description Preparation Services, 2. Exhibit No. 2 - Rating Worksheet, 3. Exhibit No. 3 - Final Ranking and Scoring Sheet, 4. Exhibit No. 4 - Contract Services Agreement (D. Woolley Associates)

Date	Ver.	Action By	Action	Result
10/20/2020	1	City Council		

**Report to Mayor and City Council**

Tuesday, October 20, 2020

Consent

**SUBJECT:**

**CONSIDER AWARD AND APPROVAL OF CONTRACT SERVICES AGREEMENT TO D. WOOLLEY ASSOCIATES FOR ENHANCED INFRASTRUCTURE FINANCING DISTRICT (EIFD) LEGAL DESCRIPTION SERVICES (CITY COUNCIL)**

**I. SUMMARY**

On September 15, 2020, the City Council directed staff to form the Carson Enhanced Infrastructure Financing District (EIFD) under new AB 116 procedures without initial County participation. The Council also adopted Resolution No. 20-140 to amend the City’s budget for the purpose of forming the Carson EIFD. As part of the EIFD formation, a legal description of the EIFD area must be prepared by a qualified consulting firm. The City issued a Request for Proposal (“RFP”) on June 18, 2020 seeking qualified firms. Four proposals were received by the RFP deadline of July 8. A selection committee reviewed the proposals and evaluated each firm on the criteria set forth in the RFP. The firm recommended by the selection committee, D. Woolley & Associates, has a fee of \$55,412.00 that does not include the costs of obtaining title reports. The proposed contract agreement set aside an additional \$25,000 for title report costs. All costs are included under the recently adopted budget amendment to form the Carson EIFD.

## **II. RECOMMENDATION**

TAKE the following actions:

1. AWARD and APPROVE the Contract Services Agreement to D. Woolley & Associates for EIFD legal description services for a not-to-exceed contract sum of \$55,412, with an additional \$25,000 set aside for title reports.
2. AUTHORIZE the Mayor to execute the agreement, following approval as to form by the City Attorney.

## **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

## **IV. BACKGROUND**

On June 18, 2020, the City issued RFP No. 20-016 (Exhibit No. 1) seeking qualified consulting firms to assist the City in providing legal description services for the Carson Enhancement Infrastructure Financing District (EIFD) formation. The RFP was advertised on the Planet Bids website through the Purchasing Division of the Finance Department. On July 8, 2020 the City received four proposals from the following firms: 1) PA Arca Engineering; 2) GIS Surveyor Inc.; 3) Transtech; and 4) D. Woolley & Associates.

The proposals of each firm were reviewed and evaluated based on the criteria set forth in the RFP by the selection committee. The selection committee comprised of staff across City Departments and included the Planning Manager, Project Manager, and Associate Engineer ("Selection Committee"). The rating worksheet reflecting the Selection Committee's evaluation form is attached (Exhibit No. 2). In summary, the qualification based selection process included the following seven (7) criteria: 1) Understanding the scope of services; 2) Demonstrated Professional Skills and Credentials; 3) Related Experience; 4) Quality of Proposal; 5) Approach to Performing this Type of Service; 6) Familiarity with City, County, and State Procedures and 7) References / Satisfaction of Previous Clients.

Government Code § 4526 requires local agencies including the City to select certain professional services on the basis of demonstrated competence and on the qualifications necessary for the satisfactory performance of the services required. Although costs are not irrelevant in the evaluation process, the Code provides that qualifications are the primary competitive measure. After an extensive review, D. Woolley & Associates is recommended by the Selection Committee as the best qualified firm on the basis of demonstrated competence and qualifications based on the criteria of the RFP. D. Woolley & Associates provided a highly competitive price, which is deemed by staff to be fair and reasonable. The final qualification ranking and price is attached under Exhibit No. 3 and also summarized as follows:

1. D. Woolley & Associates - 94 Points (\$55,412, not including title report fees)
2. GIS Surveyor - 83.33 Points (\$139,650, including title report fees)

3. PA Arca Engineering - 76.33 Points (\$53,620, not including title report fees)
4. Transtech - 60.33 Points (\$74,400, not including title report fees)

Based on the foregoing, staff is recommending approval of Contract Services Agreement with D. Woolley & Associates (Exhibit No. 4).

## **V. FISCAL IMPACT**

There is no additional fiscal impact to the General Fund. The funds for this service (\$80,412) are budgeted in Account No. 101-70-780-290-6004 (Planning, Professional Services) recently approved by the City Council on September 15. Costs may be reimbursable and be paid back to the City's General Fund once the EIFD form and future EIFD tax increment revenues are received.

## **VI. EXHIBITS**

1. RFP 20-016 (pgs. 4-45)
2. Rating Worksheet (pg. 46)
3. Final Ranking and Scoring Sheet (pg. 47)
4. Contract Services Agreement (D. Woolley Associates) (pgs. 48-78)

Prepared by: Saied Naaseh, Director of Community Development;  
James Nguyen, Project Manager