



**Department of Public Works
Engineering Division
One North San Antonio Road
Los Altos, California 94022-3087
(650) 947-2780
Fax (650) 947-2732**

September 28, 2015

SUBJECT: Annual Administration of the City of Los Altos' Sewer Service Charge

You are invited to submit proposals to provide professional services for the Annual Administration of the City of Los Altos' Sewer Service Charge as outlined herein and delineated in the enclosed Scope of Services. Proposals are due to the office of the City Engineer **before 4:00 P.M., Tuesday, November 3, 2015.**

PROJECT REQUIREMENTS

The City of Los Altos is soliciting proposals from qualified consulting firms to provide professional services for the annual administration of the City's sewer service charge.

The work includes preparation of the preliminary annual report, preparation of the listing of the annual sewer service charges, preparation and distribution of the notice of adjustment to all owners subject to the charge, preparation of resolutions, submittal of the levy to the County Auditor/Controller, preparation of final annual report, review of appeals, preparation and issuance of manual bills to property owners that were not levied through the tax roll. Additionally, work includes an analysis of revenues and recommendation of future rates as a result of the drought. **A detailed scope of services for the projects is outlined in the attached SCOPE OF SERVICES.**

TIME SCHEDULE

A proposed time schedule for each task is defined in the attached SCOPE OF SERVICES. This schedule shall be reviewed with respect to the level of effort expected for each task. The consultant's proposal should include a statement, indicating adherence to the proposed schedule or provide a revised schedule in the proposal.

INSURANCE REQUIREMENTS

The consultant will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the City of Los Altos named as "Additional Insured." The City will also require Professional Errors and Omissions insurance acceptable to the City Attorney.

FEE SCHEDULE

Not to exceed fees should be listed in the Fee Schedule for each task. Payment for work completed will be based on progress to date for each task as described in the Scope of Services. The consultant should include costs for attending meetings, site visits, travel expenses, and all other project related expenses such as delivery services, printing costs, mailing costs, etc. in the fees submitted for each task.

PROPOSALS

Please submit four (4) copies of the proposal incorporating all requirements set forth in the RFP along with a statement of qualifications for undertaking the proposed services. Please define the proposed work and the completion schedule in the form of Exhibits "A" and "B" respectively to your proposal. The consultant's fee proposal and payment schedule shall be submitted in a separate sealed envelope in the form of Exhibit "C".

The City will evaluate each of the consultant's qualifications and will conduct interviews with the consultants that demonstrate the best qualifications for the proposed services. From this evaluation and the possible interviews, the City will select a consultant and negotiate a fee for the services delineated in the RFP. The consultant must be ready to execute a standard Agreement for Consultant Services (draft version is attached) within ten (10) days of award of the project. The proposal submitted in response to this RFP will be included as part of the Agreement with the selected consultant.

If you need assistance or have questions, please call me at (650) 947-2603 or email me at afairman@losaltosca.gov.

Sincerely,



Aida Fairman, P.E.
Associate Civil Engineer

Enclosures:

- (1) Scope of Services, dated September 28, 2015
- (2) Agreement for Consultant Services (draft version)