



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

December 21, 2016

SUBJECT: Stormwater Funding Initiative – Public Outreach, Polling and Financial Engineering

You are invited to submit proposals to provide professional services for the City's Stormwater Funding Initiative – Public Outreach, Polling, and Financial Engineering 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., Thursday, January 26, 2017.**

INTRODUCTION AND BACKGROUND

The City of Los Altos with a population of 29,000 in 6 square miles is located in Santa Clara County at the southern end of the San Francisco Peninsula. It is a general law city incorporated in 1952. The storm drainage system is incomplete and was built 60-70 years ago. The system has inadequate capacity and many areas within the City are subject to nuisance flooding during seasonal storms.

The City has prepared a Stormwater Master Plan which includes a comprehensive assessment of the storm drain system to determine deficiencies, identification of potential capital improvements, and planning for ongoing maintenance activities mandated under the National Pollutant Discharge Elimination System (NPDES) permits and Municipal Regional Permit (MRP) 2.0. The Master Plan also includes a planning level financial analysis for creating a dedicated funding source for the stormwater improvements.

The City of Los Altos is inviting proposals from qualified firms to assist in the development of a viable public financing mechanism for citywide stormwater management activities and capital needs as identified in the City's Stormwater Master Plan. The City is seeking technical assistance to evaluate available funding options for stormwater quality programs and capital needs, gauge public support, provide public outreach and education, and pursue implementation of the preferred funding mechanism to meet stormwater program needs. The City plans to implement this initiative in two phases.

PROJECT REQUIREMENTS

Phase I involves developing project approach which involves process planning and strategies development for all required steps; assisting the City with public education prior to public

opinion survey; reviewing existing evaluation on potential funding mechanisms and performing additional study if necessary to support the public opinion survey; and conducting a public opinion poll to determine support levels for the establishment of a storm drainage fee. The Consultant is expected to support staff to present the polling results to the City Council.

Phase II includes assisting the City with additional public education and outreach, preparing the Engineering Report for the selected funding mechanism; and assisting the implementation of the selected option.

The Consultant proposal should address the overall approach to the effort (Phase I and II), show team qualifications for all the tasks, and present the steps involved to complete the entire initiative. The City will initially enter into an agreement for Phase I, and at its discretion, may elect to authorize proceeding with Phase II based on the consultant's performance and the results of the initial polling.

The qualified firm shall conduct research; analyze results; provide administrative, legal, and technical support to the City; develop and recommend strategies; develop public education materials; provide outreach; perform public opinion polling; develop an engineer's report as needed; and provide the necessary technical support to conduct an election within the City of Los Altos for imposing a fee to provide a stable, long-term funding source to meet mandatory regulatory requirements and capital infrastructure needs. **A detailed scope of services for the project is outlined in the attached SCOPE OF SERVICES.**

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.

If you need assistance or have questions, please call me at (650) 947-2624 or email at clamm@losaltosca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Lamm", with a long horizontal flourish extending to the right.

Christopher Lamm, P.E.
Engineering Services Manager

Enclosures:

- (1) Scope of Services, dated December 21, 2016
- (2) Agreement for Consultant Services (draft version)