



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

March 14, 2017

**SUBJECT: Professional services for a Sewer Rate Structure Analysis, the Administration of Proposition 218 Process and the Annual Administration of the City of Los Altos' Sewer Service Charge**

You are invited to submit proposals to provide professional services for a Sewer Rate Structure Analysis, the Administration of Proposition 218 Process and 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., Wednesday, April 12, 2017.**

### **PROJECT REQUIREMENTS**

The City of Los Altos is soliciting proposals from qualified consulting firms to provide professional services for a Sewer Rate Structure Analysis, the Administration of Proposition 218 Process and the Annual Administration of the City of Los Altos' Sewer Service Charge.

The work includes preparation of the sewer rate analysis report, implement action items required during the proposition 218 process, 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. **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.

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## **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. The consultant's fee proposal and payment schedule shall be submitted in a separate sealed envelope in the form of Exhibit "A".

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.

The City reserves the right to reject all proposals; to request additional information concerning any proposal; to accept or negotiate modifications to any proposal; to interview any proposer; and to waive any irregularities in any proposal submission deadline date in order to serve the best interests of the City.

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

Sincerely,

Aida Fairman, P.E.  
Associate Civil Engineer

Enclosures:

- (1) Scope of Services, dated March 14, 2017
- (2) Agreement for Consultant Services (draft version)