

AGENDA

REGULAR MEETINGS OF THE SANTA FE SPRINGS HOUSING SUCCESSOR SUCCESSOR AGENCY AND CITY COUNCIL

OCTOBER 8 2015
6:00 p.m.

Council Chambers
11710 Telegraph Road
Santa Fe Springs, CA 90670

Laurie M. Rios, Mayor
Richard J. Moore, Mayor Pro Tem
William K. Rounds, Councilmember
Jay Sarno, Councilmember
Juanita A. Trujillo, Councilmember

Public Comment: The public is encouraged to address City Council on any matter listed on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council, please complete the card that is provided at the rear entrance to the Council Chambers and hand the card to the City Clerk or a member of staff. City Council will hear public comment on items listed on the agenda during discussion of the matter and prior to a vote. City Council will hear public comment on matters not listed on the agenda during the Oral Communications period.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's Office. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Please Note: Staff reports, and supplemental attachments, are available for inspection at the office of the City Clerk, City Hall, 11710 E. Telegraph Road during regular business hours 7:30 a.m. – 5:30 p.m., Monday – Thursday and every other Friday. Telephone (562) 868-0511.

1. CALL TO ORDER

2. ROLL CALL

William K. Rounds, Councilmember
Jay Sarno, Councilmember
Juanita A. Trujillo, Councilmember
Richard J. Moore, Mayor Pro Tem
Laurie M. Rios, Mayor

HOUSING SUCCESSOR

There are no items on the Housing Successor agenda for this meeting.

SUCCESSOR AGENCY

3. CONSENT AGENDA

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the Successor Agency.

Approval of Minutes

A. Minutes of the September 10, 2015 Regular Successor Agency Meeting

Recommendation: That the Successor Agency approve the minutes as submitted.

CITY COUNCIL

4. CITY MANAGER REPORT

5. CONSENT AGENDA

Consent Agenda items are considered routine matters which may be enacted by one motion and vote. Any item may be removed from the Consent Agenda and considered separately by the City Council.

Approval of Minutes

A. Minutes of the September 10, 2015 Regular City Council Meeting

Recommendation: That the City Council approve the minutes as submitted.

Conference and Meeting Reports

B. Councilmember Trujillo's Attendance at the Fallen Firefighters Memorial

Recommendation: That the City Council approve the minutes as submitted.

C. Councilmember Trujillo's Attendance at the California Joint Powers Authority Forum

Recommendation: That the City Council approve the minutes as submitted.

ORDINANCES FOR PASSAGE

6. Ordinance No. 1066 – Zoning Ordinance Amendment: Small Residential Rooftop Solar Systems - An ordinance of the City Council of the City of Santa Fe Springs, California, adding new sections to Chapter 155 of Title 15 of the City Code relating rooftop solar system

Recommendation: That the City Council waive further reading and adopt Ordinance No. 1066, adopting the proposed amendments to the Zoning Regulations in the City Code.

7. Ordinance No. 1067 – Amending of the City Code Section 93.23 (C) Relating to Fireworks Prerequisites to Issuance of Permit

Recommendation: That the City Council waive further reading and adopt Ordinance No. 1067, an ordinance amending Section 93.23(C) of the City Code, relating to fireworks.

NEW BUSINESS

8. Resolution No. 9487 – Establishing the City's Maximum Contribution under the Public Employees' Medical and Hospital Care Act

Recommendation: That the City Council adopt Resolution No. 9487, establishing the City's maximum contribution to medical insurance premiums under the Public Employees' Medical and Hospital Care Act.

9. Approving an Enterprise Resource Planning (Finance System) Assessment Agreement with AEF Systems Consulting, Inc.

Recommendation: That the City Council authorize the City Manager to execute a professional services agreement with AEF Systems Consulting, Inc. to perform a citywide enterprise resource planning assessment.

10. Interstate 5 Freeway Water Main Relocation - Carmenita Road Segment B – Authorization to Advertise

Recommendation: That the City Council: 1). Approve the Plans and Specifications for the Interstate 5 Freeway Water Main Relocation – Carmenita Road Segment B; and 2). Authorize the City Engineer to advertise for construction bids.

11. On-Call Professional Engineering Services – Award of Contract

Recommendation: That the City Council award a contract to each of the seven Engineering Consulting Firms listed below for the On-Call Professional Engineering Services for various capital improvement projects.

12. Authorize the Purchase of One 2016 Ford F-450 Stencil Paint Truck from Roadline Products Inc. and Authorize the Disposal of Unit #444

Recommendation: That the City Council: 1). Authorize the Director of Purchasing Services to purchase one 2016 Ford F-450 stencil paint truck from Roadline Products Inc. and issue a purchase order in the amount of \$94,666.50 and; 2). Authorize the disposal of Unit #444 upon receipt of the replacement stencil paint truck.

City of Santa Fe Springs

Regular Meetings

October 8, 2015

13. Authorize the Disposal of Surplus Vehicles and Equipment by Way of Public Auction

Recommendation: That the City Council: 1). Authorize the disposal of seven (7) surplus vehicles, and two (2) arrow boards; and 2). Authorize the City Manager or his designee to proceed with the disposal of the vehicles & equipment at public auction.

14. Amend the Contract of the Lilley Planning Group to Provide Planning Services on an As-Needed Basis to the Planning Department to Include Providing Code Enforcement Services to the Department of Police Services on an As-Needed Basis

Recommendation: That the City Council: 1.) Amend the contract with the Lilley Planning Group to include providing Code Enforcement services to the Department of Police Services, in an amount not to exceed \$80,000, on an as-needed basis; and 2.) Authorize the Director of Police Services to execute an Amended Agreement with the Lilley Planning Group to provide Code Enforcement Services on an as-needed basis until October 8, 2016, with an option to renew until June 25, 2017.

Please note: Items 15 – 24 will occur in the 7:00 p.m. hour.

15. **INVOCATION**

16. **PLEDGE OF ALLEGIANCE**

INTRODUCTIONS

17. Representatives from the Chamber of Commerce

18. **ANNOUNCEMENTS**

PRESENTATIONS

19. Recognizing Jason Isaiah Garcia for Achieving the Rank of Eagle Scout

20. To Andy and Dorothy Hernandez of A&D Transportation

21. Introduction of New Department of Community Services Employee, Ryan Pena, Librarian I

APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

22. Committee Appointments

23. **ORAL COMMUNICATIONS**

This is the time when comments may be made by interested persons on matters not on the agenda having to do with City business.

23. **EXECUTIVE TEAM REPORTS**

24. **ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted at the following locations; Santa Fe Springs City Hall, 11710 Telegraph Road; Santa Fe Springs City Library, 11700 Telegraph Road; and the Town Center Plaza (Kiosk), 11740 Telegraph Road, not less than 72 hours prior to the meeting.

Anita Jimenez, CMC

City Clerk

October 1, 2015

Date

**MINUTES OF THE REGULAR MEETINGS OF THE
SANTA FE SPRINGS HOUSING SUCCESSOR,
SUCCESSOR AGENCY, AND CITY COUNCIL**

**SEPTEMBER 10, 2015
6:00 p.m.**

1. CALL TO ORDER

Mayor Rios called the meetings to order at 6:02 p.m.

2. ROLL CALL

Present: Councilmembers Rounds, Sarno, Trujillo, Mayor Pro Tem Moore, Mayor Rios

Also present: Thaddeus McCormack, City Manager; Steve Skolnik, City Attorney; Wayne Morrell, Director of Planning; Noe Negrete, Director of Public Works; Dino Torres, Director of Police Services; Maricela Balderas, Director of Community Services; Jose Gomez, Assistant City Manager/Director of Finance; Mike Crook, Fire Chief; Anita Jimenez, City Clerk

HOUSING SUCCESSOR

There were no items on the Housing Successor agenda for this meeting.

SUCCESSOR AGENCY

NEW BUSINESS

- 3. Resolution SA-2015-004 – Approving the Successor Agency's Recognized Obligation Payment Schedule (ROPS 15-16B) for the Period January 1, 2016 through June 30, 2016**

Recommendation: That the Successor Agency adopt Resolution No. SA-2015-004.

Councilmember Trujillo moved the approval of Item 3; Councilmember Sarno seconded the motion which passed by the following vote: In favor: Rounds, Sarno, Trujillo, Moore, Rios; Opposed: None.

- 4. Resolution SA-2015-005 – Approving the Successor Agency's Administrative Budget for the Period January 1, 2016 through June 30, 2016**

Recommendation: That the Successor Agency adopt Resolution No. SA-2015-005.

Councilmember Rounds moved the approval of Item 4; Councilmember Moore seconded the motion which passed by the following vote: In favor: Rounds, Sarno, Trujillo, Moore, Rios; Opposed: None.

CITY COUNCIL

5. CITY MANAGER REPORT

The City Manager reported that Lake Center Middle School was recognized as a California Gold Ribbon School. Councilmember Rounds presented a certificate to the Superintendent Perez on behalf of the City.

Staff is considering options for reducing the use of illegal fireworks. The City may move the fireworks show from July 4 to July 3, in order to free up police resources that may be refocused on illegal fireworks activities on July 4. The City Manager recognized Management Assistant Wayne Bergeron who has been selected as the new Parks & Recreation Division Supervisor.

PUBLIC HEARING/ORDINANCE FOR INTRODUCTION

6. Ordinance No. 1066 – Zoning Ordinance Amendment-Small Residential Rooftop Solar Systems An Ordinance of the City Council of the City of Santa Fe Springs, California, adding new sections to Chapter 150 of Title 15 of the City Code relating rooftop solar system

Recommendation: That the City Council: 1). Open the Public Hearing and receive any comments from the public regarding proposed Ordinance No. 1066, and thereafter close the Public Hearing; and 2). Pass the first reading of Ordinance No. 1066, an ordinance relating to relating to small residential rooftop solar systems.

The City Attorney read the ordinance by title.

Mayor Rios opened the Public Hearing at 6:04p.m.

There being no one wishing to speak, the Public Hearing was closed.

Councilmember Sarno moved the approval of Item 6; Councilmember Trujillo seconded the motion.

Mayor Pro Tem Moore asked if a permit is required to install solar panels. Noe Negrete responded that a permit is required.

The motion passed by the following vote: In favor: Rounds, Sarno, Trujillo, Moore, Rios; Opposed: None.

NEW BUSINESS

7. Fire Station Headquarters and Police Services Center Generator Replacement — Authorization to Advertise for Construction Bids

Recommendation: That the City Council: 1). Approve the Plans and Specification; and 2). Authorize the City Engineer to advertise for construction bids.

The City Manager stated that this item was being pulled from the agenda in order to refine the job specs.

Councilmember Sarno asked if the current generators are functional, and if they can be used as backups at another facility or possibly donated? The City Manager and Noe Negrete both replied that this would be considered.

8. Agreement with the City of La Mirada to Provide Traffic Signal Maintenance Services

Recommendation: That the City Council: 1). Approve the Agreement with the City of La Mirada to provide Signal Maintenance Services; and 2). Authorize the City Manager to execute the agreement on behalf of the City.

Councilmember Rounds moved the approval of Item 8; Councilmember Sarno seconded the motion which passed by the following vote: In favor: Rounds, Sarno, Trujillo, Moore, Rios; Opposed: None.

9. Approval of Vesting Tract Map No. 070726 – 9830 Jersey Avenue and 9841-51 Alburtis Avenue

Recommendation: That the City Council: 1). Approve Vesting Tract Map No. 070726; 2). Find that Vesting Tract Map No. 070726, together with the provisions for its design and improvement, is consistent with the City's General Plan; and 3). Authorize the City Engineer and City Clerk to sign Vesting Tract Map No. 070726.

Mayor Pro Tem Moore moved the approval of Item 9; Councilmember Trujillo seconded the motion which passed by the following vote: In favor: Rounds, Sarno, Trujillo, Moore, Rios; Opposed: None

Mayor Rios recessed the meeting at 6:08 p.m.

Mayor Rios reconvened the meeting at 7:05 p.m.

10. **INVOCATION**

Councilmember Sarno gave the Invocation.

PROCLAMATION

11. Day of Service and Remembrance

Management Assistant Maritza Sosa-Nieves explained the reason for this somber remembrance.

12. **PLEDGE OF ALLEGIANCE**

The Youth Leadership Committee led the Pledge of Allegiance.

INTRODUCTIONS

13. Representatives from the Chamber of Commerce

Curtis Mello from Heraeus, Tom Summerfield, Rick Landis

14. ANNOUNCEMENTS

The City Manager announced that Councilmember Rounds will be celebrating his birthday and asked the audience to join in wishing him a Happy Birthday.

The Youth Leadership Committee members made the Community Announcements.

PRESENTATIONS

15. Recognition of Tom Summerfield, Larry Oblea, and Gloria Duran for their Dedicated Service to the Heritage Arts Advisory Committee

Community Services Supervisor Ed Ramirez introduced Tom Summerfield and Larry Oblea.

16. Declaring Fiestas Patrias 2015

Community Services Supervisor Ed Ramirez spoke about the program.

APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS

17. Committee Appointments

None

18. ORAL COMMUNICATIONS

The Mayor opened Oral Communications at 7:33 p.m. Dr. Linda Vallejo asked for an update on the historic video interview of Santa Fe Springs residents. Director of Library Services Joyce Ryan replied that staff was working on the format and the project should be ready by the end of this year. At 7:35 p.m., Mayor Rios closed Oral Communications.

19. EXECUTIVE TEAM REPORTS

Noe Negrete reported that Golden State Water informed the City that they will begin construction next week on Imperial Hwy from Bloomfield to Shoemaker. The # 1 and #2 lanes will be closed at night during construction until Thanksgiving. Machinery will remain in the #1 lane during the day, so it will be closed during the day as well. He also reported on entry sign improvements at the Corner of Bloomfield and Firestone which was previously being used as a homeless encampment. Bids for the job from outside vendors ranged from \$21,000 - \$19,000. City staff was able to complete the job for \$12,000, saving the City \$6,700.

Wayne Morrell reported that, after three years, Caltrans approved the agreement for the digital billboard installation. The next digital billboard to be installed will be adjacent to the SFS Sway Meet.

Dino Torres that Police Services staff will be conducting a city-wide emergency preparedness exercise on Oct. 15.

Mike Crook reported that the final two firefighters have returned home safely after working on fires in Northern California. The Fire Dept. open house will be held on Oct. 18.

Jose Gomez reported that Alex Tong is still recovering and has a tentative return date of Sept. 21.

Maricela Balderas reported that an agreement with the Boys & Girls Club to provide college prep services for the community has been finalized. She welcomed Wayne Bergeron to the Dept.

Councilmember Trujillo questioned Dino Torres regarding security at the Promenade.

She has been harassed by vagrants in front of the 99¢ Store and stated that they have become increasingly aggressive. Mr. Torres stated that Whittier Police Officers and Public Safety Officers frequently patrol the facility. He stated that the property management company also has a security patrol company and that the City can request that they increase the patrol.

Councilmember Rounds thanked everyone for birthday wishes and encouraged everyone to come to the Fiestas.

Councilmember Sarno acknowledged the Community Services staff for the Big Hero 6 movie event.

20. ADJOURNMENT

At 7:47 p.m., Mayor Rios adjourned the meetings to Monday, September 21, at 6:00 p.m. in memory of Councilmember Rounds' sister-in-law, Regina Lopez; her cousin, Robert Robles; and all those who lost their lives on September 11, 2001.

Laurie Rios, Mayor

ATTEST:

Anita Jimenez, CMC
City Clerk

Date

PLEASE SEE ITEM 3A




CONFERENCE AND MEETING REPORT

Councilmember Trujillo's Attendance at the Fallen Firefighters Memorial

RECOMMENDATIONS

That the City Council receive and file the report.

Former Firefighter Armando Mora was memorialized by having his name added to the Fallen Firefighters' Memorial at a service held in Colorado Springs. I, along with the City Manager and other City Staff, paid tribute to Armando and his family be attending this solemn event from September 18-20, 2015.



Juanita Trujillo
Councilmember



CONFERENCE AND MEETING REPORT

Councilmember Trujillo's Attendance at the California Joint Powers Authority Forum

RECOMMENDATIONS

That the City Council receive and file the report.

I attended the California Joint Powers Authority Risk Management Educational Forum September 23-25, 2015. The forum was held at the Mark Hoskins Hotel in San Francisco, CA. While there, I participated in the various sessions and social activities offered.



Juanita Trujillo
Councilmember



ORDINANCE FOR PASSAGE

Ordinance No. 1066 – Zoning Ordinance Amendment: Small Residential Rooftop Solar Systems

An ordinance of the City Council of the City of Santa Fe Springs, California, adding new Sections to Chapter 155 of Title 15 of the City Code relating to small residential rooftop solar systems (City of Santa Fe Springs)

RECOMMENDATION

That the City Council waive further reading and adopt Ordinance No. 1066, adopting the proposed amendments to the Zoning Regulations in the City Code.

BACKGROUND

Ordinance No. 1066 was introduced and passed its first reading at the September 10, 2015 City Council meeting. Below is the substance of the agenda report for the proposed ordinance as it appeared at that meeting.

Section 65850.5(a) of the California Government Code provides that it is the policy of the State to promote and encourage the installation and use of solar energy systems by limiting obstacles to their use and by minimizing the permitting costs of such systems. In furtherance of that objective, Section 65850.5(g)(1) of the California Government Code requires that, on or before September 30, 2015, every city, county, or city and county must adopt an ordinance that creates an expedited, streamlined permitting process for small residential rooftop solar energy systems.

The City, through its contract for building services with the Los Angeles County Department of Public Works, currently expedites the review of such applications and can accept and approve such applications at the building counter and/or electronically at <http://dpw.lacounty.gov/BSO/BSOP>. The City, then by current process, already expedites the review of such applications.

The City, however, needs to adopt the ordinance mandated by Section 65850.5(g)(1). The attached ordinance is intended to satisfy that requirement. The ordinance codifies the requires of Section 65850.5(g)(1), such as accepting and approving applications electronically, directing the City's Building Official to develop a checklist of all requirements with which small rooftop solar energy systems shall comply in order to be eligible for expedited review, and authorizing the Building Official to administratively approve such applications.

CEQA STATUS

The proposed amendment is exempt from environmental review pursuant to CEQA Guidelines under the General Rule (Section 15061 (b)(3)). The project involves updates and revisions to existing regulations. The proposed code amendments are consistent with California Law, specifically Government Code section 65850.5. It can be seen with certainty that the proposed Municipal Code text amendments will have no significant negative effect on the environment.

LEGAL NOTICE OF PUBLIC HEARING

This matter was set for Public Hearing in accordance with the requirements of Sections 65090 and 65091 of the State Planning, Zoning and Development Laws and the requirements of Sections 155.860 through 155.864 of the City's Municipal Code.

The legal notice was posted in Santa Fe Springs City Hall, the City Library, and the City's Town Center on August 28, 2015, and published in a newspaper of general circulation (Whittier Daily News) August 28, 2015, as required by the State Zoning and Development Laws and by the City's Zoning Regulations.


For Thaddeus McCormack
City Manager

Attachments:

Proposed Ordinance No. 1066

ORDINANCE NO. 1066

AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS ADDING NEW SECTIONS TO CHAPTER 155 OF TITLE 15 OF THE CITY CODE RELATING TO SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS

WHEREAS, the City Council of the City of Santa Fe Springs seeks to implement AB 2188 (Chapter 521, Statutes 2014) through the creation of an expedited, streamlined permitting process for small residential rooftop solar energy systems; and

WHEREAS, the City Council wishes to advance the use of solar energy by all of its citizens, businesses and industries; and

WHEREAS, the City Council seeks to meet the climate action goals set by the State of California; and

WHEREAS, solar energy creates local jobs and economic opportunity; and

WHEREAS, the City Council recognizes that rooftop solar energy provides reliable energy and pricing for its residents and businesses; and

WHEREAS, it is in the interest of the health, welfare and safety of the people of the City of Santa Fe Springs to provide an expedited permitting process to assure the effective deployment of solar technology.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES ORDAIN AS FOLLOWS:

Section 1: The following new Part is hereby added to Chapter 155 of Title 15 of the City Code:

SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS

155.030 DEFINITIONS.

A "Solar Energy System" means either of the following:

- 1) Any solar collector or other solar energy device whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating, space cooling, electric generation, or water heating.
- 2) Any structural design feature of a building, whose primary purpose is to provide for the collection, storage, and distribution of solar energy for electricity generation, space heating or cooling, or for water heating.

A "small residential rooftop solar energy system" means all of the following:

- 3) A solar energy system that is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal.
- 4) A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the City or County of Los Angeles and all State and County health and safety standards.
- 5) A solar energy system that is installed on a single or duplex family dwelling.
- 6) A solar panel or module array that does not exceed the maximum legal building height as defined by the City.

“Electronic submittal” means the utilization of one or more of the following:

- 7) Email;
- 8) The Internet;
- 9) Facsimile.

An “association” means a nonprofit corporation or unincorporated association created for the purpose of managing a common interest development.

A “common interest development” means any of the following:

- 10) A community apartment project;

A condominium project.

- 11) A planned development;
- 12) A stock cooperative.

“Specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

“Reasonable restrictions” on a solar energy system are those restrictions that do not significantly increase the cost of the system or significantly decrease its efficiency or specified performance, or that allow for an alternative system of comparable cost, efficiency, and energy conservation benefits.

“Restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance” means:

- 13) For Water Heater Systems or Solar Swimming Pool Heating Systems: an amount exceeding 10 percent of the cost of the system, but in no case more than one thousand dollars (\$1,000), or decreasing the efficiency of the solar energy system by an amount exceeding 10 percent, as originally specified and proposed.
- 14) For Photovoltaic Systems: an amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed, or a decrease in system efficiency of an amount exceeding 10 percent as originally specified and proposed.

155.031 PURPOSE.

The purpose of this Part is to provide an expedited, streamlined solar permitting process that complies with the Solar Rights Act and AB 2188 (Chapter 521, Statutes 2014) to achieve timely and cost-effective installations of small residential rooftop solar energy systems. This Part encourages the use of solar systems by removing unreasonable barriers, minimizing costs to property owners and the City, and by expanding the ability of property owners to install solar energy systems. This Part allows the City to achieve these goals while protecting the public health and safety.

155.032 APPLICABILITY.

This Part applies to the permitting of all small residential rooftop solar energy systems in the City and County. Small residential rooftop solar energy systems legally established or permitted prior to the effective date of this Part are not subject to the requirements of this Part unless physical modifications or alterations are undertaken that materially change the size, type, or components of a small rooftop energy system in such a way as to require new permitting. Routine operation and maintenance or like-kind replacements shall not require a permit.

155.033 SOLAR ENERGY SYSTEM REQUIREMENTS.

- 1) All solar energy systems shall meet applicable health and safety standards and requirements imposed by the State, County and City.
- 2) Solar energy systems for heating water in single-family residences and for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined by the California Plumbing and Mechanical Code.
- 3) Solar energy systems for producing electricity shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

155.034 DUTIES OF BUILDING DEPARTMENT AND BUILDING OFFICIAL.

- 1) All documents required for the submission of an expedited solar energy system application shall be made available on the publicly accessible City website.

- 2) Electronic submittal of the required permit application and documents shall be made available to all small residential rooftop solar energy system permit applicants.
- 3) An applicant's electronic signature shall be accepted on all forms, applications, and other documents in lieu of a wet signature.
- 4) The City's Building Official shall promulgate a standard plan and checklist of all requirements with which small residential rooftop solar energy systems shall comply to be eligible for expedited review.
- 5) The small residential rooftop solar system permit process, standard plan(s), and checklist(s) shall substantially conform to recommendations for expedited permitting, including the checklist and standard plans contained in the most current version of the *California Solar Permitting Guidebook* adopted by the Governor's Office of Planning and Research.
- 6) All fees prescribed for the permitting of small residential rooftop solar energy system must comply with Government Code Section 65850.55, Government Code Section 66015, Government Code Section 66016, and State Health and Safety Code Section 17951.

155.035 PERMIT REVIEW AND INSPECTION REQUIREMENTS.

- 1) The City's Building Official shall promulgate an administrative, nondiscretionary review process to expedite approval of small residential rooftop solar energy systems. The Building Department shall issue a building permit or other nondiscretionary permit--the same day for over-the-counter applications or within three business days of receipt of a complete electronic application that meets the requirements of the approved checklist and standard plan. The Building Official may require an applicant to apply for a use permit if the Official finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the Planning Commission.
- 2) Review of the application shall be limited to the Building Official's review of whether the application meets local, state, and federal health and safety requirements.
- 3) If a use permit is required, the Building Official may deny an application for the use permit if the Official makes written findings based upon substantive evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decisions may be appealed to the Planning Commission.

- 4) Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.
- 5) "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the City on another similarly situated application in a prior successful application for a permit. The City shall use its best efforts to ensure that the selected method, condition, or mitigation meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of the Civil Code defining restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance.
- 6) The City shall not condition approval of an application on the approval of an association, as defined in Section 4080 of the Civil Code.
- 7) If an application is deemed incomplete, a written correction notice detailing all deficiencies in the application and any additional information or documentation required to be eligible for expedited permit issuance shall be sent to the applicant for resubmission.
- 8) Only one inspection shall be required and performed by the Building Department for small residential rooftop solar energy systems eligible for expedited review.
- 9) The inspection shall be done in a timely manner and should include consolidated inspections. An inspection will be scheduled within two business days of a request and provide a two-hour inspection window.
- 10) If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized but need not conform to the requirements of this Part.

Section 2. The City Council hereby declares it would have passed this Ordinance sentence by sentence, paragraph by paragraph and section by section, and does hereby declare the provisions of this Ordinance are severable, and if for any reason any section of this Ordinance should be held invalid, such decision shall not affect the validity of the remaining parts of this Ordinance.

Section 3. The City Clerk shall certify to the adoption of this Ordinance, and shall cause the same to be posted in at least three (3) public places in the City, such posting to be completed not later than 15 days after passage hereof.

Except as amended above, all other provisions of the Zoning Regulations in the City Code shall remain in full force and effect.

PASSED and ADOPTED this 8th day of October, 2015, by the following roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Laurie M. Rios, Mayor

ATTEST:

Anita Jimenez, City Clerk



City of Santa Fe Springs

City Council Meeting

October 8, 2015

ORDINANCE FOR PASSAGE

Ordinance No. 1067 – Amending the City Code Section 93.23 (C) Relating to Fireworks Prerequisites to Issuance of Permit

RECOMMENDATION

That the City Council waive further reading and adopt Ordinance No. 1067 , an ordinance amending Section 93.23(C) of the City Code, relating to fireworks

BACKGROUND

Ordinance No. 1067, an Ordinance that amends the City Code as it relates to the sale of safe and sane fireworks.

The following change to the code section noted below is recommended:

93.23 (C) currently lists three designated stands to Santa Fe High School programs, St. Paul High School programs, and Little Lake City School programs. The proposed revision, noted in bold, recommends adding St. Pius X School programs as a fourth designated stand. The stand for St. Pius X School shall be located on the school/church grounds.

For Thaddeus McCormack
City Manager

Attachment

Ordinance No. 1067

ORDINANCE NO. 1067

AN ORDINANCE OF THE CITY OF SANTA FE SPRINGS AMENDING THE CITY CODE RELATING TO FIREWORKS

THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS DOES ORDAIN
AS FOLLOWS:

Section I: Section 93.23 of the City Code is hereby superseded by the following:

93.23 (C) Prerequisites to Issuance of Permit.

The following qualifications must be met by each applicant for a permit issued hereunder:

(C) **Four** of the eleven stands in Santa Fe Springs are designated to the following organizations:

- a. Santa Fe Springs High School programs. Any organization affiliated with Santa Fe Springs High School must work with the school's coordinator to be a participant and recipient of the benefits of sales at a Fireworks stand.
- b. St. Paul High School programs. Any organization affiliated with St. Paul High School must work with the school's coordinator to be a participant and recipient of the benefits of sales at a Fireworks stand.
- c. Little Lake City School District school programs. Any organization affiliated with the Little Lake City School District must work with the district's coordinator to be a participant and recipient of the benefits of sales at a Fireworks stand.
- d. **St. Pius X school programs. Any organization affiliated with St. Pius X must work with the school's coordinator to be a participant and recipient of the benefits of the sales at a Fireworks stand.**
- e. The High School stands will be located at their respective high schools. The stand for the Little Lake City School District shall be located at the district office. **The stand for St. Pius X school programs shall be located on the school/church grounds.**
- f. Stands designated under this section must complete and submit an application and adhere to all requirements set forth in section 93.24 of this ordinance.

Section 2: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Ordinance, or any part hereof, is held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Ordinance or of Chapter 93, or any part thereof. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase in this Ordinance irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases may be declared invalid or unconstitutional.

Section 3: The City Clerk shall certify to the adoption of this Ordinance, and shall cause the same to be posted in at least three (3) places in the City, such posting to be completed not later than fifteen (15) days after passage thereof.

PASSED, APPROVED and ADOPTED THIS 8th day of October, 2015, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTION:

Laurie M. Rios, MAYOR

ATTEST:

Anita Jimenez, CITY CLERK



City of Santa Fe Springs

City Council Meeting

October 8, 2015

NEW BUSINESS

Resolution No. 9487 - Establishing the City's Maximum Contribution under the Public Employees' Medical and Hospital Care Act

RECOMMENDATION

That the City Council adopt Resolution No. 9487, establishing the City's maximum contribution to medical insurance premiums under the Public Employees' Medical and Hospital Care Act

BACKGROUND

The City's Memoranda of Understanding with the General Employees Association, the Executive Management Confidential Association, and the Firefighters Association provide for an increase in the maximum amount that the City will contribute towards medical insurance for full-time employees and annuitants, based on the March to March Consumer Price Index (CPI) for all Urban Consumers for the Los Angeles/Riverside/Orange County Areas.

The CPI for this period is 0.5%, therefore, the City's contribution to medical premiums will be adjusted as follows, effective January 1, 2016:

Tier 1 Employees (full-time employees hired on or before November 19, 2012) - from \$1,389.98 to \$1,396.93 per month;

Tier 2 Employees (full-time employees hired after November 19, 2012) - from \$1,010.00 to \$1,015.05 per month.

Government Code Section 22892 requires that a resolution be adopted setting this maximum amount for medical coverage.

FISCAL IMPACT

The fiscal impact, estimated at \$4,000 per year, has already been allocated and approved in the FY 2015-16 Budget under the applied benefits category.


For Thaddeus McCormack
City Manager

Attachment:
Resolution No. 9487

RESOLUTION NO. 9487

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SANTA FE SPRINGS FIXING THE
EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL
CARE ACT

WHEREAS, Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act; and

WHEREAS, the City of Santa Fe Springs is a local agency contracting under the Act; now, therefore be it

RESOLVED, that the employer's contribution for each employee or annuitant shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of his/her family members, in a health benefit plan, up to a maximum of \$1,396.93 per month, plus administrative fees and Contingency Reserve Fund Assessments; and be it further

RESOLVED, that the City of Santa Fe Springs has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the City Council of the City of Santa Fe Springs this 8th day of October, 2015.

Laurie M. Rios, Mayor

Attest:

Anita Jimenez, CMC, City Clerk



NEW BUSINESS

Approving an Enterprise Resource Planning (Finance System) Assessment Agreement with AEF Systems Consulting, Inc.

RECOMMENDATION

That the City Council authorize the City Manager to execute a professional services agreement with AEF Systems Consulting, Inc. to perform a citywide enterprise resource planning assessment.

BACKGROUND

The City currently relies on a nearly 40-year old hardware and software "finance system" to run core essential applications such as the general ledger, payroll, accounts payable, purchasing, business licensing, and water and child care billing. While the system is very stable and operational, it lacks more sophisticated features commonly found in most present-day systems and is increasingly difficult to support as computer hardware components become more scarce. The first step in identifying an appropriate replacement system is employing a firm to conduct a comprehensive assessment of the organization's information and process needs.

On May 26, 2015, the City issued a Request for Proposals (RFP) for qualified firms to submit a proposal in providing enterprise resource planning assessment services.

The scope of the RFP included the following:

- Review of the City's existing systems, costs, resources, and activities as they relate to the common functions and features of an ERP application;
- Interview key City personnel in various departments and business functions regarding the use of the current systems and manual business processes as they relate to ERP functionality;
- Identify other concepts and possible municipal uses of common ERP functionality;
- Tabulate results and provide a detailed written assessment of the information gathered;
- Prepare and draft a RFP seeking qualified vendors for the ERP replacement system;
- Assist the City in the ERP evaluation, demonstration, selection, and negotiation phases.



REQUEST FOR PROPOSALS (RFP)

The City distributed the RFP to 12 firms and received six responses. After a preliminary review of the proposals by a panel of three City Staff members (the Assistant City Manager, the Director of Fiscal Services, and the Director of Technology Services), the two most qualified firms were asked to participate in on-site interviews. The two firms interviewed were:

- AEF Systems Consulting, Inc.
- NexLevel Information Technology, Inc.

The panel evaluated the firms on a number of factors including:

- Qualifications and experience of the firm;
- Qualification and experience of the project manager and key personnel assigned to the project;
- Project understanding and approach;
- References;
- Pricing.

Using a 100 point maximum scale, scores were assigned by each panel member for each of the criterion and an overall average score was calculated for each firm. The panel unanimously ranked the firms in the order shown below, with the corresponding average panel scores for each firm:

- | | |
|--|-----------|
| 1. AEF Systems Consulting, Inc. | 97 Points |
| 2. NexLevel Information Technology, Inc. | 92 Points |

AEF SYSTEMS CONSULTING, INC.

AEF Systems Consulting, Inc. (AEF) is a highly qualified firm with over 23 years of experience assisting a wide range of California governmental agencies. Their qualifications and references indicate a strong ability to effectively and efficiently perform the requested services for the City in a timely manner. Their proposed staff has expertise in the technological sector, with a strong local government accounting background. The proposed fees of \$58,000 fall within the range of fees quoted by other firms and appear reasonable for the level of work required.

If approved, it is anticipated that the project tasks identified in the RFP will take approximately seven to eight months to complete culminating with the City Council selection of a new ERP system. Following would be the implementation of the new ERP system that would take approximately 12 to 18 months to fully complete.



City of Santa Fe Springs

City Council Meeting

October 8, 2015

FISCAL IMPACT

The cost of the proposed services are included in the ERP Replacement Project currently budgeted as a Capital Improvement Project (CIP) with a budget of \$1.5 million. The vast majority of this amount is budgeted for the purchase of the ERP hardware and software.

For 
Thaddeus McCormack
City Manager

Attachments:

Rating Sheet - AEF Systems Consulting, Inc. (AEF)

Proposal - AEF Systems Consulting, Inc. (AEF)

Request for Proposals - Enterprise Resource Planning (ERP) assessment services

INTERVIEW RATING FORM

FIRM EVALUATED: **AEF Consulting**

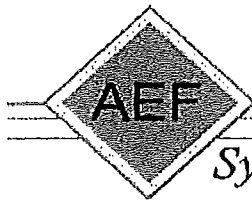
Rater please fill out Rating column per line item.

	CRITERIA	MAXIMUM POINTS	RATING	COMMENTS
1	QUALIFICATIONS OF THE Consultant/Vendor Firm's experience with providing similar services identified in the scope of work	15	14	Substantial experience in local government, especially in California.
2	PROJECT MANAGER and Key Personnel Qualifications and relevant experience. Unique qualifications and time commitment to this project. Qualifications, experience and time commitment of firm's key personnel. Sub-consultant's qualifications, experience and time commitment of key personnel.	25	24	Personnel has both IT and local government experience. No subconsultants proposed. Small firm with hands-on personnel.
3	PROJECT UNDERSTANDING AND APPROACH Knowledge of the work required and innovative approach to providing services. Internal devices, methods and schedules to communicate and report progress, issues and opportunities to Proposed organization and commitment to respond to City needs. Proposed hours and segmentation of work between staffing levels.	25	25	Keen grasp of necessary approach in assessing and gathering input throughout the organization. Understands the interpersonal needs of the process.
4	PAST EXPERIENCE AND REFERENCES Past experience with City or other Cities. Understanding of local government issues, practices, environment, revenues, expenditures, etc. References.	15	14	Extensive experience, especially in California.
5	PRICING Fair pricing for the current economy.	20	20	Very competitive.

TOTAL SCORE

100 97

PANEL AVERAGE SCORES			SCORING RANGES	
Rater Name (Print)			FAIL (0-60)	EXCEPTIONAL (91-100)
			Category evaluated non-responsive.	Qualifications/Pricing far exceed requirements.
			BELOW AVERAGE (61-70)	
Rater Signature and Date			ABOVE AVERAGE (81-90)	
			Qualifications/Pricing more than satisfy requirements.	



Systems Consulting, Inc.



**Proposal for
Enterprise Resource Planning Assessment**

June 29, 2015

AEF Systems Consulting, Inc.

8502 East Chapman Avenue, #376
Orange, California 92869-2461
(714) 974-4377

www.aefsystems.com

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Section 1. Letter of Transmittal

June 29, 2015

Ms. Anita Jimenez
City Clerk
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA. 90670

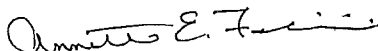
Dear Ms. Jimenez:

AEF is pleased to provide a proposal for services to the City of Santa Fe Springs in support of the Enterprise Resources Planning Assessment project. In this proposal, AEF Systems Consulting, Inc., offers a consulting team ideally suited to the requirements submitted in your Request for Proposals. The proposal's features include:

- **ERP Specialists:** AEF is proposing a team of consultants with extensive experience in defining requirements and selecting new ERP software.
- **Knowledge of the Public-Sector:** AEF team members have had experience with both selecting and implementing ERP systems in government agencies.
- **Similar Projects:** The AEF team members have provided ERP software selection and implementation services for the cities of Anaheim, Costa Mesa, Escondido, Lakewood, La Mirada, Long Beach, Orange, Rancho Cucamonga and Tustin; for the Los Angeles World Airports; for the Metropolitan Water District, for North County Transit District and for the San Diego County Water Authority.
- **Methodology Geared to ERP systems:** The AEF software selection methodology has been proven in many similar projects, and the methodology is geared to efficiently select the right software.
- **A True Team:** The AEF team is not just an assemblage of people; it is a "real team" with a history of working with each other, and share a common orientation to consulting projects such as this one.
- **Locally Based:** AEF is based in Orange County.
- **Efficiency:** AEF's business model is to utilize only highly experienced staff, and focus these resources on client services. As a result, AEF has a very low differential between rates charged to clients and income earned by staff. Clients receive expert-level services at moderate prices.

AEF Systems Consulting, Inc. is pleased to have this opportunity to provide support to the City of Santa Fe Springs. Should Santa Fe Springs require any additional information, please contact me at (714) 267-5757 or via email at afeliciani@aeftsystems.com.

Sincerely,



Section 2. Annette E. Feliciani
President

Executive Overview

AEF Introduction

AEF Systems Consulting, Inc. (AEF) is pleased to provide this proposal to the City of Santa Fe Springs. AEF Systems Consulting, Inc. is a woman-owned, Orange County based firm that was established in January 1992 by Ms. Annette Feliciani. AEF is comprised of a team of professionals each with over twenty-five years of consulting experience, some of which was acquired while working in a "Big 4" consulting environment. This team is led by the AEF President, Ms. Annette Feliciani, a former Senior Manager with the firm of Deloitte & Touche, who was responsible for their Southern California ERP Application Package Practice.

AEF provides an unmatched level of expertise and professionalism with supporting clients with their operational and technology projects at affordable rates. We have a proven track record providing these very cost-effective services. As former "Big 4" senior managers and managers, we have the knowledge and experience necessary to give our clients the personalized attention and results they require.

AEF Qualifications

The qualified team of AEF professionals has acquired and honed the requisite skills to conduct ERP projects while supporting a number of clients with similar projects: the cities of Anaheim, Costa Mesa, Escondido, Lakewood, La Mirada, Long Beach, Morro Bay, Orange, Rancho Cucamonga, Santa Barbara and Tustin, the town of Danville, the Orange County Fire Authority, the County of Orange, Los Angeles World Airports, the Metropolitan Water District, The North County Transit District and the San Diego County Water Authority.

The AEF team has a wealth of experience in providing information technology software selection, implementation and quality assurance services to the public sector. This experience includes not only the use of selection and implementation methodologies, but involvement in the development of the firm-wide methodology utilized by Deloitte & Touche. We know what to expect during the system lifecycle from business case through requirements definition, selection, design, implementation, and post-implementation support. We also are experienced in applying the techniques used to manage an implementation and ensure that it fully succeeds—business process re-engineering, change management, application testing, training, organizational transition, data migration, and knowledge transfer. Strengths of AEF include:

- Twenty-five plus years' experience in defining requirements for ERP systems, developing Request for Proposals (RFP) and leading the selection process for new software solutions.
- Experience and knowledge of the ERP vendor marketplace, while maintaining our third party independence. AEF has recently evaluated and/or implemented a number of ERP systems including the following – Oracle Fusion, Tyler MUNIS, Tyle Eden, New World Systems, OneSolution, and Blackbaud to name a few.
- Knowledge of how these ERP system can fit with other products in use at an organization such as Class/ActiveNetwork, Accela Automation permitting, Civica CRM, Chameleon Animal Care System, ESRI, HdL Business License, etc. ERP systems are only truly effective when they work seamlessly in YOUR environment.

- Twenty-five plus years' experience in ERP system selections and implementation using software selection/ implementation methodologies on various technology platforms.
- Twenty-five plus years of project management/quality assurance services experience in municipal government, particularly related to ERP.
- Outstanding written and oral communication skills able to work with all levels of staff.
- Proven excellent relationships with client staff members working as part of a larger client team, as evidenced when validating references.
- Local staff based out of our Orange office.

Approach and Methodology

AEF has been involved in numerous projects for public sector clients where we have assessed the current environment, developed requirements and request for proposals, lead the evaluation process and ultimately negotiated the contract with the selected vendor. We have developed an approach that is tried and true and results in successful implementations and happy clients. Highlights of this approach is detailed below, with the full methodology defined further in our proposal:

TASK 1 – NEEDS ASSESSMENT/REQUIREMENTS DEFINITION

Task 1.1 - Project Startup

This activity focuses on the tasks required to begin the project and familiarize both the City and the AEF team with the project activities to be performed. This phase will include the following:

- Finalizing the project plan tasks, dates and responsibilities
- Review of all key materials to familiarize the AEF team with City's background, current system flows, key memos, key statistics, audit reports, policy and procedures manuals, and other pertinent materials
- Conducting discussions with key personnel, as defined by the City and if determined to be necessary, to validate the goals of the project

Task 1.2 – Identify and Assess the Portfolio of Current Systems

This task involves identifying the list of current systems in use to support the ERP processing at the City. The goal is to understand all the "support systems" that assist with the processing Accounting, Accounts Payable, Accounts Receivable, Childcare Billing, Capital Asset/Debt Management, Treasury Management, Cashiering, Business License, Payroll, Purchasing/Warehouse, and Water Billing. This information will be used in the RFP to describe the existing environment. AEF will also gather data related to the current costs of these systems and the resources used to support these systems. Another key activity will be to identify interfaces either currently in place or desired for the future.

Task 1.3 - Conduct Interviews to Review Needs and Document Key Requirements

This task involves conducting interviews with various personnel throughout the City to understand the current requirements, issues and business practices. Working with City personnel, AEF will determine what sessions should be group or individual interviews. At the conclusion of this task, AEF will document the key functional requirements. AEF will work with

the City staff to identify which features and functions of the requirements should be included in the final Request for Proposal.

Task 1.4 - Draft Needs Assessment and Document Key Requirements

Utilizing the data gathered through previous tasks, AEF will document Needs Assessment including the key functional requirements. AEF will identify other possible municipal uses for an ERP system that might not be in use currently. The assessment will identify any key business process changes that should be implemented in order to meet the best practices of ERP products on the market today. AEF will work with the City staff to identify which features and functions of the requirements should be included in the final Request for Proposal.

TASK 2 - DEVELOPMENT OF RFP AND EVALUATION METHODOLOGY

Task 2.1 - Identify Potential Vendors

AEF will develop the vendor list to be included in the RFP process.

Task 2.2 - Develop the Evaluation Methodology

The purpose of this task is to thoroughly define the Evaluation Methodology, which will guide the selection process. This step is critical to the ultimate selection of the appropriate vendor.

Task 2.3 - Develop the Request for Proposals

Working with City staff, AEF will assist in preparing the RFP for release to vendors. AEF will focus on the technical aspects of the RFP, including the scope of the RFP, the Statement of Work and the detailed requirements for the functional and technical issues. City staff will be responsible for the remainder of the document including the response format, contract issues, etc. The City will also be responsible for the final preparation of the document, copying and distribution to vendors, including posting to the website.

Task 2.4 - Conduct Pre-Proposal Meetings (Bidder's Conference)

AEF will take a lead role in conducting a pre-proposal meeting to apprise prospective vendors of the availability of the City's RFP and the requirements associated with the ERP selection project.

TASK 3 - SOLUTION SELECTION

Task 3.1 - Review Vendor Proposals and Identify Strengths and Weaknesses

This task involves the review of all proposals received by the City in response to the released RFP. Upon review of the proposals in light of the defined criteria, as well as compliance with the Functional and Technical requirements established as part of the bid document, AEF will prepare a briefing document that highlights the strengths and weaknesses of each of the proposals and prepare an initial ranking, if possible, of the vendors. AEF will then review the findings with appropriate City personnel at a recap meeting to discuss identifying a short list of vendors to explore further. It is anticipated that no more than three (3) vendors will be selected for the short-list, with two (2) being the ideal number.

Task 3.2 - Prepare For and Participate in Vendor Demonstrations

AEF will guide the City through the vendor demonstration of their products. To support this activity, AEF will:

- Prepare the Vendor Demonstration Agenda and Scripts that will be utilized by the Vendors during the sessions

- Develop the scoring approach for evaluating the Vendor demonstrations
- Participate in these sessions, estimating no more than three (3) Vendors and one (1) day of demonstrations per vendor
- Provide a debriefing of the sessions at the conclusion of each day of demonstrations.

As AEF believes these sessions to be invaluable when selecting new software, we will work with the City to determine who should attend these sessions and participate in the evaluation process.

Task 3.3 - Prepare for Reference Checks

AEF will prepare Reference Check Guidelines that the City will utilize when calling clients of the Vendors. AEF will develop the guidelines to focus on the key City issues. AEF recommends that City personnel actually perform the reference checks, as they are a valuable education tool for staff members.

Task 3.4 - Prepare for and Conduct Site Visits

AEF will prepare a Site Visit Agenda and Guidelines for use in the visits to other agencies utilizing the software, if desired by the City. AEF will not participate in the actual site visits, unless requested by the City staff. If that option is selected, additional hours will be required and if travel is required, reasonable travel expenses will be charged, pending approval by City staff. AEF considers this to be an optional task, based on the timing of scheduling these visits.

Task 3.5 - Determine the Finalist Vendor

AEF will assist in reviewing the evaluation scores for the vendor proposals, demonstrations, reference checks and site visits and help lead the evaluation process to aid in selecting a final vendor. AEF will document the results of this analysis in the Selection Process Document and will document whether the proposed system meets City's business, budget and scheduling requirements. If desired, AEF will attend City Council meetings as required to provide support for the selection teams chosen vendor and to help justify the related expense.

Task 3.6 Prepare Implementation Plan

AEF will work with the chosen vendor to craft the implementation plan that will be used during the next phase of work. This task will occur prior to Contract Negotiations, as this will be part of the contracting process.

Task 3.7 - Conduct Contract Negotiations with the Finalist

AEF will assist in the contract negotiation process with City, performing the following activities:

- Develop the negotiation strategy with City personnel
- Coordinate with the Vendor personnel
- Review the detail vendor contract, preparing recommendations for incorporation
- Participate in up to three (3) face-to-face sessions with the Vendor

The service AEF provides in this area is non-legal in nature. The City should still have legal council involvement in the process.

City Responsibilities

AEF has identified the tasks the City of Santa Fe Springs must support in order to make this project successful. They are identified by overall task:

TASK 1 – NEEDS ASSESSMENT/REQUIREMENTS DEFINITION

- Assign appropriate resources
- Coordinate initial interviews
- Gather background materials requested by AEF
- Review and approval of the final project plan
- Provide access to the information on the existing systems
- Review list of systems for completeness
- Coordinate the appropriate resources for each session
- Prepare for and participate in the interviews
- Review and approve the draft Needs Assessment within six (6) working days

TASK 2 - DEVELOPMENT OF RFP AND EVALUATION METHODOLOGY

- Review of the List of Vendors
- Assist in developing the Evaluation Methodology. Approve the Evaluation Methodology
- Develop the RFP for the general City components, evaluation process, contractual issues, and other City specific items
- Review AEF prepared components and approve within six (6) working days
- Prepare final RFP, copy and distribute to vendors including posting to the City's website
- Provide location for pre-proposal meeting
- Notify prospective vendors of Pre-proposal meeting
- Participate in Pre-Proposal Meeting

TASK 3 – SOLUTION SELECTION

- Review Strengths and Weaknesses Document
- Coordinate and arrange with the Vendors the time, location, and process to be followed for the demonstrations
- Participate in Vendor Demonstrations
- Review and Approve Reference Check Guidelines
- Conduct and Document Reference Checks
- Coordinate with the potential site visit and the Vendor
- Participate and Document Site Visits
- Participate in the Review Process to select finalist vendor

- Provide feedback to vendor implementation plan
- Review AEF recommendations to plan
- Assist in developing the Contract Negotiation Strategy
- Participate in negotiation sessions
- Develop Final Contracts (in concert with Vendor)

Overall Schedule

AEF has crafted the following workplan in support of the tasks identified previously:

Tasks	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Needs Assessment							
RFP Development							
RFP Released							
Selection Process							
Vendor Award/Contract Neg							

Cost

Our fee estimate assumes the following assumptions:

- No more than three (3) vendors will be reviewed in detail.
- AEF will prepare the materials required but will not participate in any reference checks or site visits.
- AEF will participate in up to three (3) face-to-face contract negotiations meetings.

The overall estimate for the professional fees on this project is \$58,000. AEF will bill on a time and materials basis, up to the not-to-exceed fee of \$58,000. AEF bills monthly for the previous month's project activities. AEF commits to a firm priced project of \$58,000 unless the City of Santa Fe Springs requests scope changes.

Section 3. Company History

AEF Systems Consulting, Inc. is a woman-owned, Orange County based firm that was established in January 1992 by Ms. Annette Feliciani. We are pleased to have recently celebrated our 23rd anniversary this previous January.

AEF is comprised of a team of professionals each with over twenty-five years of consulting experience, some of which was acquired while working in a "Big 4" consulting environment. This team is led by the AEF President, Ms. Annette Feliciani, a former Senior Manager with the firm of Deloitte & Touche, who was responsible for their Southern California ERP Package Application Practice. AEF provides an unmatched level of expertise and professionalism with supporting clients with their operational and technology projects at affordable rates. We have a proven track record providing these very cost-effective services. As former "Big 4 senior managers and managers, we have the knowledge and experience necessary to give our clients the personalized attention and results they require.

Key information regarding our company is listed following:

Respondent Information	Response
Name of Firm	AEF Systems Consulting, Inc.
Other Name(s)	None
SBE/DVBE	SBE with the State of CA
D&B DUNS No.	841731219
Address	8502 E Chapman Ave. #376
City, State, & Zip	Orange, CA. 92869-2461
Main Telephone No.	(714) 974-4377
Contact Name	Annette Feliciani
Contact Telephone No.	(714) 974-4377 ext. 1
Contact Facsimile No.	(714) 288-1032
Contact Email Address	afeliciani@aefsystems.com

Section 4. Experience

Qualifications and Experience

AEF specializes in providing business and system solutions to clients and has supported numerous organizations with conducting management audits, business process reviews, business re-engineering, strategic plan development and implementation, software and hardware selections, project implementations, and quality assurance/quality control services. AEF's extensive experience with supporting large public sector organizations provides its team of professionals with a thorough understanding of such clients' staff and needs. AEF has garnered the experience necessary to help both public and private sector clients develop and implement the most efficient and cost effective business practices. AEF's business philosophy is based on our desire to serve our clients efficiently and effectively, giving them true value for their money.

The qualified team of AEF professionals has acquired and honed the requisite skills to conduct ERP projects while supporting a number of clients with similar projects including the cities of Anaheim, Costa Mesa, Escondido, Lakewood, La Mirada, Long Beach, Morro Bay, Orange, Rancho Cucamonga, Santa Barbara and Tustin, the town of Danville, the Orange County Fire Authority, the County of Orange, Los Angeles World Airports, the Metropolitan Water District, the North County Transit District and the San Diego County Water Authority.

The AEF team has a wealth of experience in providing ERP software selection and implementation services to the public sector. We know what to expect during the system lifecycle from business case through requirements definition, selection, design, development, testing, implementation, and post-implementation support. We also are experienced in applying the techniques used to manage an implementation and ensure that it fully succeeds—business process re-engineering, change management, application testing, training, organizational transition, data migration, and knowledge transfer. Strengths of AEF include:

- Twenty-five plus years' experience in defining requirements for ERP systems, developing Request for Proposals (RFP) and leading the selection process for new software solutions.
- Experience and knowledge of the ERP vendor marketplace, while maintaining our third party independence. AEF has recently evaluated and/or implemented a number of ERP systems including the following - Oracle Fusion, Tyler MUNIS, Tyle Eden, New World Systems, OneSolution, Blackbaud.
- Knowledge of how these ERP system can fit with other products in use at an organization such as Class/ActiveNetwork, Accela Automation permitting, Civica CRM, Chameleon Animal Care System, ESRI, HdL Business License, etc.
- Twenty-five plus years' experience in ERP system implementation using system development methodologies and various technology platforms.
- Twenty-five plus years of project management / quality assurance services experience in municipal government.
- Outstanding written and oral communication skills able to work with all levels of staff.

- Proven excellent relationships with client staff members working as part of a larger client team, as evidenced when validating references.
- Local staff based out of our Orange office.

Section 5. Personnel

AEF is proposing a team of highly experienced consultants. Both members of this team are highly experienced IT consultants with wide and deep experience in projects similar to this one. AEF has a unique specialization in providing ERP software selection services for numerous public sector organizations. In addition, the AEF team is really a “team” – we have worked together for many years and have developed an integrative work style. AEF is not just a vehicle for staffing projects; its staff has shared experience working with each other on many challenging projects.

- **Annette Feliciani, Project Director**, responsible for overall project quality and services to Santa Fe Springs. Annette was formerly a senior manager at Deloitte & Touche, and brings a wealth of experience in municipal government ERP selections and implementations. Annette is president of AEF and will have the overall responsibility for the quality of the AEF work products. She will participate in key interviews, assist in developing the assessment, software requirements and the RFP, oversee vendor demos and conduct the contract negotiation with the selected vendor.
- **Megan Delaney, Senior Lead Consultant**, primary resource for all project activities. A former accounting manager for the City of Orange, and former manager at Deloitte & Touche, Megan brings extensive ERP experience for the public sector. Megan has been affiliated with AEF for 22 years.

The AEF has worked together on many projects and use a streamlined approach to managing all projects. Annette Feliciani, as Project Director, ensures all staff work closely with Santa Fe Springs staff and will manage the quality of their service delivery. Megan Delaney, as Senior Lead Consultant, will manage the day-to-day activities on this engagement with Santa Fe Springs and coordinate all AEF activities.

Resumes are included for our proposed staff on the following pages.

Annette Feliciani

As President of AEF Systems Consulting, Annette has established a reputation as a management consultant for integrity and quality service that set her and her firm apart in the industry. Ms. Feliciani has been involved in management consulting for over thirty years. Specifically, Ms. Feliciani's experience includes defining business requirements for various applications including the successful use of the Joint Application Design (JAD) approach, leading business process reengineering projects to assist clients to take advantage of new technology and to streamline their operations, managing projects including the tracking of all key deliverables, identification and resolution of issues, reporting to upper management and tracking and monitoring of budgets, and performing the quality assurance function for many large selection and implementation projects to insure the timely and appropriate completion of activities. Of particular note, Ms. Feliciani conducted a detailed review of the implementation of PeopleSoft HR system for King County which included reporting to the as to the reasons the implementation was not a successful as desired.

Ms. Feliciani is called upon to help organizations address the tough issues when it comes to managing large implementation projects—questions that lead to the right steps for successful projects.

Ms. Feliciani has established herself as an outstanding public speaker, presenting to various vendor user groups, associations and conferences on such subjects as "The Myths and Realities of Selecting and Implementing Application Software," "Effective Project Management," "Future Trends in Technology," and "Business Process Reengineering" among others. Ms. Feliciani teaches education classes on HRIS through the American Management Association.

RELEVANT EXPERIENCE

Financial and Payroll/ HR Management Systems Selections, Readiness Assessment, Implementations and Quality Assurance

Ms. Feliciani has a wide range of experience on projects for various organizations related to ERP project reviews, quality assurance services and project management over complicated system implementations. These projects have involved reviewing current applications to determine if they are meeting client needs, assessing project implementations both good and bad, to see if they can be salvaged. She has also managed many ERP implementation projects where she worked with internal teams to successfully implement the new software. She also has been the lead consultant on quality assurance activities over large ERP implementations where she worked daily with key team members, reviewed deliverables, participated in key design issue sessions, provided feedback to staff on potential problems, identified, documented and provided recommendations for various issues and reported regularly to the Steering Committees and other Executive Management groups. These projects involved the following clients:

- City of Anaheim
- City of Costa Mesa
- City of Escondido
- City of Lakewood
- City of Long Beach
- City of Los Angeles - LAWA

- City of Murrieta
- City of Orange
- City of Pasadena
- City of Rancho Cucamonga
- City of Santa Barbara
- City of Seattle
- City of Tustin
- County of Orange
- County of San Bernardino
- Los Angeles World Airports
- North County Transit
- Orange County Fire Authority
- St. Joseph Health Systems
- The Metropolitan Water District of Southern California

Performance, Operations and Project Reviews

Ms. Feliciani has conducted performance and operational reviews for a number of organizations. These reviews analyzed the existing environments, including assessing policies, procedures, technologies in use, staffing, governance, etc. and provided specific recommendations to improve the operations. Ms. Feliciani has also conducted reviews of many projects some that were considered to be failing, to try to turn them into successful projects. These also resulting in specific tangible recommendations, many of which Ms. Feliciani managed the rollout of these recommendations.

- California State University, Fullerton
- California State University, Long Beach
- King County, Washington
- Los Angeles County Fire Department
- Orange County Fire Authority
- State of Oregon
- SchoolsFirst Federal Credit Union
- St. Joseph Health Systems

PROFESSIONAL AND CIVIC ACTIVITIES

Past Chair, Cal State Fullerton Philanthropic Foundation

Past President, National Charity League, Inc. Orange/Villa Park Chapter

Member and Instructor for the American Management Association

EDUCATION

Bachelor of Arts, California State University of Fullerton, 1980

Megan Delaney

Ms. Delaney's expertise is in analysis, evaluation, planning, implementation and quality assurance for information systems and related business practices in large organizations, primarily public sector. She is also experienced in budget and financial analysis, as well as cost recovery studies. Ms. Delaney's functional focus has been in the areas of information systems assessment, operations review, business process re-engineering, requirements analysis, information systems selection and implementation, and quality assurance. She has also performed many organizational performance reviews, feasibility studies and user fee studies.

Prior to becoming an independent consultant, Ms. Delaney was a management consultant with the Orange County office of Deloitte & Touche. In this capacity, Ms. Delaney was involved in many projects to assist clients in the selection and implementation of software as well as many operational reviews and analysis for both the public and the private sector. Prior to joining Deloitte & Touche, Ms. Delaney was the Accounting Manager for the City of Orange, California. In this role, Ms. Delaney managed the general accounting functions for the City, and oversaw all internal and external financial reporting. Responsibilities included preparation of the annual budget, supervision of the annual audit, providing all financial and technical reports for other government and private agencies, administration of various assessment district, and lease, bond and loan accounts.

RELEVANT EXPERIENCE

ERP Selections, Readiness Assessment, Implementations and Quality Assurance

Project manager or quality assurance manager on numerous projects. Responsibilities included the definition of requirements and development of Request for Proposals for new financial, human resources and budgeting software, including analysis of chart of accounts, key reports, interfaces with external systems, work styles, processes, organizational structure, roles and responsibilities, policies, communications, performance measures, and other related topics. Led proposal evaluation activities and guided agencies through the entire software/integrator selection process, including managing vendor communication and clarifications. Provided recommendations to management on how to prepare for upcoming implementation activities and developed specific, pre-implementation action plans. Assessed baseline organizational efficiencies, developing new performance metrics for the post implementation environment. Provided implementation assistance and project management oversight to the selected solutions, including monitoring all agency and vendor activities, development of interfaces, legacy data conversion, testing, report development, contract management and scope control, ongoing risk assessment and mitigation, and communication with agency management and Executive Steering Committee members. Clients include:

- City of Orange
- City of Irvine
- City of Santa Barbara
- City of Lakewood
- City of Murrieta
- City of Los Angeles - LAWA
- City of Los Angeles - Finance Division
- City of Costa Mesa

- City of Pasadena
- Orange County Fire Authority
- California State University, Long Beach
- Los Angeles County Fire Department
- San Diego County Water Authority
- Metropolitan Water District of Southern California
- North County Transit District
- State of California Department of Transportation (Caltrans)
- California State Controller's Office

Performance and Operations Reviews

Scope of these projects included independent review of the organization, the specific mission of Divisions or Departments, their functions, organization, governance, communications and results. Ms. Delaney developed an understanding of the current operations, issues and goals; analyzed business processes, functional responsibilities, organizational implications, and impacts on funding. She developed recommendations for transitioning to business best practices, including cost and benefit projections. For fee studies, Ms. Delaney performs analysis of fee methodologies, including hourly rates, direct and indirect costs, employee time allocations, and information systems data to identify gaps or issues with rate methodologies, and makes recommendations for improved fee methodologies, new fees, and related policies and procedures. Clients include:

- County of Orange
- Schools First Federal Credit Union
- City of Rancho Cucamonga
- The Colburn School
- City of Long Beach
- City of Los Angeles - Project Management Office
- City of Anaheim - Public Works, Planning and Building
- City of Lakewood

PROFESSIONAL AND CIVIC ACTIVITIES

Member, Government Finance Officers Association (GFOA)

Member, California Society of Municipal Finance Officers Association (CSMFO)

Member, Association of Government Accountants (AGA)

EDUCATION

Bachelor of Science, Business Finance, San Jose State University

Certificate in Environmental Auditing, UC Irvine

Certified Government Financial Manager, Association of Government Accountants

Section 6. References

AEF Systems Consulting has provided needs assessments, software requirements definition, request for proposal development and software selection services for a variety of public sector clients over the last twenty plus years. A sampling of these are provided following:

City of Anaheim - ERP System Selection - Led the development of detailed requirements for a new ERP system. Developed an RFP and assisted in evaluating various vendors. Led the development of contracts with SAP and Solbourne. Involved numerous meetings with the client and the vendors to arrive at the specific needs. Ultimately decided to just upgrade their current vendor (budget constraints). AEF then assisted in the implementation of the AMS software product.

City of Costa Mesa - Phase One Strategic Plan, System Selection - developed a multi-year Management Information Systems Strategic Plan. Assessed the City's MIS functions, including hardware, software, personnel, organizational structure, vendor agreements, and procedures; identification of needs, opportunities, costs, and benefits for information system enhancements; identification of organizational and human-resource impacts, and development of recommendations for organizational structure, procedures, staffing, and training associated with the new technology. Developed a Request for Proposals (RFP) for solicitation and evaluated vendor proposals for the total turnkey MIS package. Played a key role with the City Management Advisory Committee and City Council to communicate the objectives and findings of the plan. Led the development of a contract with Hewlett Packard as the prime contractor. Ultimately selected PeopleSoft and assisted in the implementation project as the overall quality assurance advisor.

City of Escondido - ERP System Selection and Contract Negotiations - conducted a series of focus sessions with personnel to validate a list of requirements that had been prepared by City staff. Updated these requirements and developed an RFP. Reviewed proposals and participated in vendor demonstrations of products. Documented the results of the analysis, prepared evaluation materials and guidelines. Participated in contract negotiations. Ultimately selected PeopleSoft and was project manager over the implementation.

City of Lakewood - ERP Software Selection and Implementation - Validated the selection process already in process by the City. Assisted in refining the requirements to aid in the contract negotiation process with the ultimately selected vendor Tyler-MUNIS. Acted as overall project manager over the implementation of the software.

City of La Mirada - ERP Software Selection and Implementation - Supported the City of La Mirada with selection of a new ERP. Supported the City with the development of requirements and writing a Request for Proposal. Led the City with evaluating vendors for the replacement of a new in-house ticketing system. Developed requirements and surveyed the vendors. Conducted reference checks and led the vendor demonstration process with the finalist vendors. Acted as a liaison between the vendors and the client during implementation.

City of Long Beach - Needs Assessment and Software Selection - Led the development of a Needs Assessment and system requirements for new ERP system. Developed RFI to vendors for systems. Analyzed results and provided feedback to client.

City of Morro Bay - Strategic Planning and Software Selection - Participated in the development of an Information Systems Strategic Plan. Also developed requirements and RFP for new financial management software for the City and led the implementation project.

City of Orange -ERP Software Selection - Developed requirements and an RFP to vendors for the selection of an ERP system. Assisted in the evaluation process and the contract negotiations with SAP and Solbourne. Decided at that time to not implement. A few years later, AEF conducted another needs assessment which lead to the development of an RFP and Eden-Tyler was selected. AEF was then project manager over the implementation of this product.

City of Pasadena - ERP System Selection, Contract Negotiations and Implementation - Validated the selection of PeopleSoft for their financial applications. Negotiated contracts with the vendors. Responsible for overall project management assistance, integration coordination and quality assurance with the implementation of the selected PeopleSoft Financial systems. Led analysis of key reports, interfaces and system customizations required for going live. Assisted in overall system integration testing, developing testing goals, strategies and documentation for each of the application teams.

City of Rancho Cucamonga - ERP System Selection and Implementation - Analyzed their current financial system software provider to determine whether to upgrade or conduct a selection. Defined requirements and prepared RFP. Led to the selection of Bi-Tech as the software provider. Supported the City during the selection process by developing the evaluation criteria, participating in site visits and vendor demos. Also played a lead role during the vendor contract negotiations. Also, was Project Manager over the implementation of this software product. Recently upgraded to OneSolution and acted as advisor to this upgrade project. AEF has also provided support to the City of Rancho Cucamonga over selections and implementation of numerous applications.

City of Santa Barbara - ERP System Selection and Implementation - Conducted an assessment of the current financial environment to assess the direction the City should take. Developed detailed requirements and prepared an RFP. Guided the organization through the evaluation process ultimately selecting New World systems. Led the implementation project.

City of Santa Clara - Needs Assessment, Software Selection and Contract Negotiations - Controlled all aspects of this project to conduct a Needs Assessment of the current environment and determine the need for a new ERP system. Developed requirements, developed RFP, led the evaluation of new software and documented the results. Maintained the detailed project plan for the work and met weekly with project management staff to review current status and issues to address.

City of Seattle, Washington - Payroll/Human Resources Selection and Implementation - developed requirements for their 10,000-employee payroll, human resources, position control, benefits, affirmative action, retirement and applicant tracking needs. Prepared a request for proposal. Prepared an evaluation report based on the results of the City's internal selection

process. **Financial System Implementation** - Acted a quality assurance advisor over the implementation of the PeopleSoft financial applications. Participated in the readiness assessment of all departments to determine whether the organization as a whole was ready for the implementation. **Readiness Assessment** - Working with Pacific Consulting Group, AEF conducted a readiness assessment of all departments within the City to determine if they were ready to accept the new financial system that was being implemented. Involved interviewing key staff in each department based on a set of questions covering items such as training, documentation, reporting, interfaces, conversions, etc. Developed a list of recommendations to enhance the implementation process.

City of Tustin - Financial System Selection and Contract Negotiations - assisted this City in the development of requirements and selection of new financial and human resources software. Also developed RFP for installation of a new network. Led the contract negotiations with the vendor, Bi-Tech. Provided oversight assistance during the software implementation.

Los Angeles World Airports - ERP System Selection - worked with an internal City team to assess the existing AMS Financial System and recommend the future direction for the department. Led to defining requirements and developing an RFP for new financial software and selecting new software and implementation services. Acted as quality assurance advisor over the implementation of the SAP software product. Implementation team was made up of an outside implementer (Deloitte & Touche) and an internal team. AEF reviewed all key deliverables, and worked to identify and resolve outstanding issues that were impacting the project progress.

Metropolitan Water District of Southern California - Phase Zero, Strategic Plan Assessment, System Selection - Developed an environmental business model, application model, and designed an environmental information system for health and safety compliance tracking including, definition of application requirements, development of logical data model and function and processing requirements. Prepared an RFI and RFP and assisted in evaluation of appropriate packages to meet business needs. Also developed an implementation plan for the next phase of activities. Then was quality assurance manager over the implementation of PeopleSoft HR and Oracle Financials.

North County Transit District - System Selection - Developed requirements and RFP for new software, ultimately selecting JD Edwards. Acted as overall project manager in the implementation of the product.

Orange County Fire Authority - System Selection and Implementation - Assisted in the development of an approach for the selection of new software and hardware for Financial and Human Resources applications. Guided the Selection Team through the entire vendor evaluation process. Provided day-to-day support during the implementation of new software, SCT.

San Diego County Water Authority - System Selection and Implementation - Reviewed Financial, Human Resources and Preventative Maintenance requirements developed internally and made recommendations to enhance and streamline the materials. Prepared an RFP to vendors. Conducted a review of the vendor materials and participated in the vendor demonstrations and site visits. Assisted in the contract negotiations with the selected vendors. Provided oversight services to the project implementation phase.

Towne of Danville – ERP Selection and Implementation - Conducted a Needs Assessment, developed requirements, and prepared RFP for new ERP software for this organization. Led the evaluation team. Also participated in the implementation project.

AEF Systems Consulting, Inc. provides the following client references in support of this project for Santa Fe Springs.

Client Name/Address/ Contact Information	Project Description, Schedule and Cost	AEF Personnel Involved
City of Rancho Cucamonga Lori Sassoon Deputy CM, Admin Services Director 10500 Civic Center Dr. Rancho Cucamonga, 91730 (909) 477-2700 x2400 lori.sassoon@cityofrc.com	Participated in numerous projects to help define requirements and select new software. Various products have included the following: <ul style="list-style-type: none"> • IFAS (now OneSolution) ERP • HdL Business License • Accela Land Management • Civica CRM Also participated as the overall project manager of each of the implementations of the above noted software products. Project Schedule - 2010-2012 Project Cost - \$500,000, AEF \$85,000	Annette Feliciani, project consultant, performed all selection and implementation tasks
City of Orange Mr. Rick Otto City Manager 300 E Chapman Ave Orange, 92866 (714) 744-2206 rotto@cityoforange.org	Conducted a Needs Assessment, requirements definition, RFP development, and then led the software selection ultimately selecting Eden ERP. Implementation of new EDEN ERP. Technology utilized: EDEN Financials Version 5, SQL, Crystal Reports. Project Schedule - 2010 - 2012 Project Cost - \$2 million; AEF - \$270,000	Annette Feliciani, project director, involved in key review tasks Megan Delaney, onsite consultant, lead all key activities

Client Name/Address/ Contact Information	Project Description, Schedule and Cost	AEF Personnel Involved
<p>City of Anaheim Ed Zacherl Former Utilities Asst General Manager, Finance (714) 609-1253 Edzacherl101@gmail.com</p>	<p>In preparation for the financial system upgrade, business processes were analyzed to see where workflow could be used to enhance productivity, eliminate delays in the approval process and overall speed up the approval flow. Business processes were documented and enhanced in the area of invoice tracking, payment and auditing by scanning all of the invoices into a document management system for future inquiry. Best business practices were used for the financial system upgrade, implementation, testing and user training. Developed requirements for a new ERP, lead the software selection process. Selected SAP then ultimately decided to not implement this solution but rather upgrade the existing AMS solution.</p> <p>Project Schedule - 2009</p> <p>Project Cost - \$150,000</p>	<p>Annette Feliciani, Project director</p> <p>Megan Delaney, Lead senior consultant</p>
<p>City of Lakewood Diane Perkin Administrative Services Director</p> <p>Lakewood, (562) 866-9771 x2601 dperkin@lakewoodcity.org</p>	<p>Validated the requirements developed by the City and assisted in the final vendor selection process. Included leading the contract negotiations process. Also acted as overall quality assurance advisors over the implementation of the MUNIS ERP software products.</p> <p>Project Schedule - 2006-2009</p> <p>Project Cost - \$2 million; AEF Cost \$150,000</p>	<p>Annette Feliciani, project director</p> <p>Megan Delaney, day- to-day consultant on site</p>

Client Name/Address/ Contact Information	Project Description, Schedule and Cost	AEF Personnel Involved
County of Orange Steve Danley HR Director 714-834-2068 steve.danley@ocgov.com	Conducted a performance audit of the CEO/IT department, under the guidance of the Board of Supervisors and the Performance Auditor. Involved review of their business model, their operational readiness, and their performance measurements. Project Schedule - 2009 - 2010 Project Cost - AEF - \$90,000	Annette Feliciani, project director, lead several of the review activities Megan Delaney, day-to-day consultant onsite, lead key review activities

Section 7. Services (SOW Exhibit A)

Background

The City of Santa Fe Springs is soliciting proposals for professional services to conduct a needs assessment and software selection project related to the replacement of their Enterprise Resource Planning (ERP) application. The Consultant will be expected to provide professional services and deliverables, and provide expert guidance and assistance to the City staff involved with this project. A Request for Proposal (RFP) shall be prepared seeking qualified vendors for a replacement system and then contract should be prepared with the selected vendor.

Project Activities and Deliverables

On the following pages, AEF Systems Consulting, Inc. identifies the tasks that will be performed to accomplish the work requested by the City of Santa Fe Springs in the needs assessment, Request for Proposal development, software evaluation and selection, and contract negotiation. AEF has identified the tasks to be performed, a brief description of each task, the City's role in these tasks and the associated deliverable that AEF will prepare as a result of the work.

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
TASK 1 – NEEDS ASSESSMENT AND REQUIREMENTS DEFINITION		
Task 1.1 - Project Startup This activity focuses on the tasks required to begin the project and familiarize both the City and the AEF team with the project activities to be performed. This phase will include the following:	<ul style="list-style-type: none">• Assign appropriate resources• Coordinate initial interviews• Gather background materials requested by AEF• Review and approval of the final project plan	<ul style="list-style-type: none">• Finalized Work Plan
<ul style="list-style-type: none">• Finalize the project plan tasks, dates and responsibilities, working with City staff• Review of all key materials to familiarize the AEF team with City's background, current system flows, key memos, key statistics, audit reports, policy and procedures manuals, and other pertinent materials• Conduct discussion with key personnel, as defined by the City and if determined to be necessary, to validate the goals of the project		

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
<p>Task 1.2 – Identify and Assess the Portfolio of Current Systems</p> <p>This task involves identifying the list of current systems in use to support the ERP processing at the City. The goal is to understand all the “support systems” that assist with the processing Accounting, Accounts Payable, Accounts Receivable, Childcare Billing, Capital Asset/Debt Management, Treasury Management, Cashiering, Business License, Payroll, Purchasing/Warehouse, and Water Billing. This information will be used in the RFP to describe the existing environment.</p> <p>AEF will also gather data related to the current costs of these systems and the resources used to support these systems.</p> <p>Another key activity will be to identify interfaces either currently in place or desired for the future.</p>	<ul style="list-style-type: none"> • Provide access to the information on the existing systems • Review list for completeness 	<ul style="list-style-type: none"> • Inventory of Current Systems
<p>Task 1.3 - Conduct Interviews to Review Needs and Document Key Requirements</p> <p>This task involves conducting interviews with various personnel throughout the City to understand the current requirements, issues and business practices. Working with City personnel, AEF will determine what sessions should be group or individual interviews. At the conclusion of this task, AEF will document the key functional requirements. AEF will work with the City staff to identify which features and functions of the requirements should be included in the final Request for Proposal.</p> <p>AEF anticipates conducting interviews with staff in the City Manager’s Office, Police Services, Community Services, Finance & Administrative Services, Planning & Development, Public Works and Fire Rescue.</p>	<ul style="list-style-type: none"> • Coordinate the appropriate resources for each session • Prepare for and participate in the interviews 	<ul style="list-style-type: none"> • Completed interviews. No formal deliverable

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
<p>Task 1.4 - Draft Needs Assessment and Document Key Requirements</p> <p>Utilizing the data gathered through previous tasks, AEF will document Needs Assessment including the key functional requirements.</p> <p>AEF will identify other possible municipal uses for an ERP system that might not be in use currently. The assessment will identify any key business process changes that should be implemented in order to meet the best practices of ERP products on the market today.</p> <p>AEF will work with the City staff to identify which features and functions of the requirements should be included in the final Request for Proposal.</p>	<ul style="list-style-type: none"> Review and approve the draft Needs Assessment within six (6) working days 	<ul style="list-style-type: none"> Draft Requirements Final Requirements
TASK 2 - DEVELOPMENT OF RFP AND EVALUATION METHODOLOGY		
<p>Task 2.1 - Identify Potential Vendors</p> <p>AEF will develop the vendor list to be solicited in the RFP process.</p>	<ul style="list-style-type: none"> Review of the List of Vendors 	<ul style="list-style-type: none"> Final Vendor List
<p>Task 2.2 - Develop the Evaluation Methodology</p> <p>The purpose of this task is to thoroughly define the Evaluation Methodology, which will guide the selection process. This step is critical to the ultimate selection of the appropriate vendor. The criteria may include factors such as:</p> <ul style="list-style-type: none"> Responsiveness to functional and technical requirements Vendor support and maintenance Vendor implementation approach Vendor experience Cost both on-time as well as ongoing maintenance of the software 	<ul style="list-style-type: none"> Assist in developing the Evaluation Methodology Approve the Evaluation Methodology 	<ul style="list-style-type: none"> Final Evaluation Methodology

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
<p>Task 2.3 - Develop the Request for Proposals</p> <p>Working with City staff, AEF will assist in preparing the RFP for release to vendors. AEF will focus on the technical aspects of the RFP, including the scope of the RFP, the Statement of Work and the detailed requirements for the functional and technical issues.</p> <p>City staff will be responsible for the remainder of the document including the response format, contract issues, etc. It is our understanding that the City has the draft boilerplate ready for insertion of the components AEF will draft. The City will also be responsible for the final preparation of the document, copying and distribution to vendors, including posting to the website.</p>	<ul style="list-style-type: none"> • Develop the RFP for the general City components, evaluation process, contractual issues, and other City specific items. • Review AEF prepared components and approve within six (6) working days • Prepare final RFP, copy and distribute to vendors including posting to the City's website 	<ul style="list-style-type: none"> • Prepare the requirements portions of the RFP
<p>Task 2.4 - Conduct Pre-Proposal Meetings (Bidder's Conference)</p> <p>AEF will take a lead role in conducting a pre-proposal meeting to apprise prospective vendors of the availability of the City's RFP and the requirements associated with the ERP selection project.</p>	<ul style="list-style-type: none"> • Provide location for meeting • Notify prospective vendors of Pre-proposal meeting • Participate in Meeting 	<ul style="list-style-type: none"> • Pre-proposal meeting materials • Participate in meeting • Provide written response to vendor questions

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
TASK 3 – SOLUTION SELECTION		
Task 3.1 - Review Vendor Proposals and Identify Strengths and Weaknesses <p>This task involves the review of all proposals received by the City in response to the released RFP. Upon review of the proposals in light of the defined criteria, as well as compliance with the Functional and Technical requirements established as part of the bid document, AEF will prepare a briefing document that highlights the strengths and weaknesses of each of the proposals and prepare an initial ranking, if possible, of the vendors.</p> <p>AEF will then review the findings with appropriate City personnel at a recap meeting to discuss identifying a short list of vendors to explore further. It is anticipated that no more than three (3) vendors will be selected for the short-list, with two (2) being the ideal number.</p>	<ul style="list-style-type: none"> Reviewed Strengths and Weaknesses Document 	<ul style="list-style-type: none"> Strengths and Weaknesses Document

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
<p>Task 3.2 - Prepare For and Participate in Vendor Demonstrations</p> <p>AEF will guide the City through the vendor demonstration of their products. To support this activity, AEF will:</p> <ul style="list-style-type: none"> • Prepare the Vendor Demonstration Agenda and Scripts that will be utilized by the Vendors during the sessions • Develop the scoring approach for evaluating the Vendor demonstrations • Participate in these sessions, estimating no more than three (3) Vendors and one (1) day of demonstrations per vendor • Provide a debriefing of the sessions at the conclusion of each day of demonstrations. <p>As AEF believes these sessions to be invaluable when selecting new software, we will work with the City to determine who should attend these sessions and participate in the evaluation process.</p>	<ul style="list-style-type: none"> • Coordinate and arrange with the Vendors the time, location, and process to be followed for the demonstrations • Participate in Vendor Demonstrations 	<ul style="list-style-type: none"> • Vendor Demonstration Agenda • Vendor Demonstration Scripts for all applications • Participation in up to three (3) days of Vendor Demonstrations (no formal deliverable) • Facilitate Recap at the end of each session
<p>Task 3.3 - Prepare for Reference Checks</p> <p>AEF will prepare Reference Check Guidelines that the City will utilize when calling clients of the Vendors. AEF will develop the guidelines to focus on the key City issues. AEF recommends that City personnel actually perform the reference checks, as they are a valuable education tool.</p>	<ul style="list-style-type: none"> • Review and Approve Reference Check Guidelines • Conduct and Document Reference Checks 	<ul style="list-style-type: none"> • Reference Check Guidelines

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
<p>Task 3.4 - Prepare for Site Visits</p> <p>AEF will prepare a Site Visit Agenda and Guidelines for use in the visits to other agencies utilizing the software, if desired by the City. AEF will not participate in the actual site visits, unless requested by the City staff. If that option is selected, additional hours will be required and travel is required, reasonable travel expenses will be charged, pending approval by City staff.</p> <p>AEF considers this to be an optional task, based on the timing of scheduling these visits.</p>	<ul style="list-style-type: none"> • Coordinate with the potential site and the Vendor • Participate and Document Site Visits 	<ul style="list-style-type: none"> • Site Visit Guidelines
<p>Task 3.5 - Determine the Finalist Vendor</p> <p>AEF will assist in reviewing the evaluation scores for the vendor proposals, demonstrations, reference checks and site visits and help lead the evaluation process to aid in selecting a final vendor.</p> <p>AEF will document the results of this analysis in the Selection Process Document and will document whether the proposed system meets City's business, budget and scheduling requirements. If desired, AEF will attend City Council meetings as required to provide support for the selection teams chosen vendor and to help justify the related expense.</p>	<ul style="list-style-type: none"> • Participate in the Review Process 	<ul style="list-style-type: none"> • Selection Process Document

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
<p>Task 3.6 Prepare Implementation Plan</p> <p>AEF will work with the chosen vendor to craft the implementation plan that will be used during the next phase of work. This task will occur prior to Contract Negotiations, as this will be part of the contracting process.</p>	<ul style="list-style-type: none"> ▪ Provide feedback to vendor implementation plan ▪ Review AEF recommendations to plan 	<ul style="list-style-type: none"> ▪ Final implementation plan for inclusion in the vendor's contract
<p>Task 3.7 - Conduct Contract Negotiations with the Finalist</p> <p>AEF will assist in the contract negotiation process with City, performing the following activities:</p> <ul style="list-style-type: none"> • Develop the negotiation strategy with City personnel • Coordinate with the Vendor personnel • Review the detail vendor contract, preparing recommendations for incorporation • Participate in up to three (3) face-to-face sessions with the Vendor <p>The service AEF provides in this area is non-legal in nature. The City should still have legal council involvement in the process.</p>	<ul style="list-style-type: none"> • Contract Negotiation Strategy • Participate in negotiation sessions • Final Contracts (in concert with Vendor) 	<ul style="list-style-type: none"> • Review and Comments on the Standard Licensing Agreements from the Vendor • Participation in Negotiation Sessions

Section 8. Work Plan (Project Time Schedule Exhibit B)

AEF has crafted the following work plan in support of the tasks identified previously:

Tasks	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Needs Assessment							
RFP Development							
RFP Released							
Selection Process							
Vendor Award/Contract Neg							

In order to meet this suggested timeframe, the following have been identified as key project assumptions:

- City staff will be available for meetings when requested.
- All City staff interviews can be condensed and conducted in September.
- City staff conducts timely review and approval over all deliverables.
- City staff attends all vendor demonstrations when arranged.
- No more than three (3) vendors will be reviewed in depth.
- No more than three (3) face-to-face negotiation sessions will be held.
- City staff makes timely decisions.

Section 9. Compensation (Fixed Price Cost Exhibit C)

AEF has estimated the number of hours required for this project. Our fee estimate assumes the following assumptions:

- Interviews with staff will be conducted in the month of September and assumes seven (7) departments will be involved with two (2) to five (5) staff members in each for a total of approximately thirty-five (35) interviews, which will be a combination of individual and group interviews as determined jointly by AEF and City staff.
- No more than three (3) vendors will be reviewed in detail.
- AEF will prepare the materials required but will not participate in any reference checks or site visits.
- AEF will participate in up to three (3) face-to-face contract negotiations meetings.

The overall estimate for the professional fees on this project is \$58,000. AEF will bill on a time and materials basis, up to the not-to-exceed fee of \$58,000. AEF bills monthly for the previous month's project activities. AEF commits to a firm priced project of \$58,000 unless the City of Santa Fe Springs requests scope changes.

No travel expenses will be charged to the City as AEF consultants are local and we do not charge for mileage. If the City desired AEF to participate in any site visits and the visits required travel, AEF would charge reasonable, direct expenses to the City.

AEF Systems Consulting, Inc. is prepared to begin this project the week of September 8th with interviews with staff beginning that week.

Section 10. Insurance Requirements

AEF will provide the necessary insurance certificates within ten (10) days of award of the contract with the City of Santa Fe Springs, along with the Business License with the City.



REQUEST FOR PROPOSAL

Enterprise Resource Planning Assessment

CITY OF SANTA FE SPRINGS

Due by: June 29, 2015

Authored by: Finance and Administrative Services Department

REQUEST FOR PROPOSAL

Enterprise Resource Planning Assessment

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1.0 Definitions

For the purposes of this RFP, the following terms shall have the meanings indicated:

- I. "City" means the City of Santa Fe Springs
- II. "City Council" means the Council of the City of Santa Fe Springs
- III. "Bidder", "Vendor", "Supplier", "Consultant", "Contractor", "Subcontractor", "Subconsultant" and "Subrecipient" are used interchangeable throughout this invitation to mean the person, firm, or corporation or other entity submitting a Proposal in response to the Request for Proposal.
- IV. "ERP" means Enterprise Resource Planning Application

2.0 Introduction

This section provides a brief overview of the project at hand, including descriptions of the City, the Finance and Administrative Services Department, and the Technology Services Division.

2.1 Opportunity

The City of Santa Fe Springs is soliciting proposals for professional services conducting a needs assessment related to the functional requirements of a replacement Enterprise Resource Planning (ERP) application. The Consultant will be expected to provide professional services and deliverables, and provide expert guidance and assistance to the City staff involved with this project. A Request for Proposal (RFP) shall be prepared seeking qualified vendors for a replacement system.

2.2 Background

City of Santa Fe Springs

Incorporated in 1957, Santa Fe Springs operates under a Council-Manager form of governance with a workforce of approximately 350 full-time and part-time employees combined. The City is comprised of 8.67 square miles and is 87% industrial. Located at the intersection of the Santa Ana Freeway (Interstate 5) and the San Gabriel River Freeway (605), Santa Fe Springs is in a strategic position for access to major arteries of transportation connecting Los Angeles and Orange counties. The City provides robust public services to its 17,000 residents and more than 3,000 businesses. Some of the services provided include child development programs, educational and recreational classes and activities, family services, senior services, city-sponsored trips to area attractions, a farmers' market and free concerts in the park.

Finance and Administrative Services Department

The Finance and Administrative Services Department manages the recording and reporting of financial transactions of the City and its related entities and is responsible for safeguarding the City's financial resources in accordance with the law. The department provides administrative support to the City Council and City Manager and provides the following services to the general public and City employees: Accounting, Accounts Payable, Accounts Receivable, Childcare Billing, Capital Asset/Debt Management, Treasury Management, Cashiering, Business License, Payroll, Purchasing/Warehouse, Technology Services and Water Billing. The City is seeking professional services to conduct a needs assessment related to the functional requirements of a replacement

4.1 General Requirements

- A. The Consultant shall review the City's existing systems, costs, resources and activities as they relate to the common functions and features of an ERP application.
- B. The Consultant will interview key City personnel in various departments and business functions regarding the use of the current systems and manual business processes as they relate to ERP functionality.
- C. The Consultant will identify other concepts and possible municipal uses of common ERP functionality.
- D. The Consultant will tabulate results and provide a detailed written assessment of the information gathered. The assessment will be based on the interviews and research performed by the Consultant. The assessment will discuss the ERP objectives and requirements as well as opportunities for business process changes that will assist in the adoption of best practices common to ERP applications.
- E. The Consultant will prepare and draft a RFP seeking qualified vendors for the ERP replacement system.
- F. The Consultant will assist the City in the RFP process in the following:
 - a. Evaluation of the responses to the RFP
 - b. Selection of qualified vendors/bidders to the RFP
 - c. Coordinating the meetings and demos for the qualified vendors/bidders
 - d. Provide non-biased feedback on qualified vendors/bidders after each vendor demonstration
 - e. Assist the City in negotiating with the vendor/bidder chosen by the City's ERP evaluation committee

4.0 Proposal Logistics

4.1 Key Dates

These are the key proposed dates of this RFP and its Award.

	Event	Event Date
1.	City issues Enterprise Resource Planning Assessment RFP	June 1, 2015
2.	Deadline for vendors to submit a response for the RFP	June 29, 2015
3.	City staff makes recommendation on the ERP assessment consultant to City Council	July, 2015

4.	City Council awards contract to ERP assessment consultant	August, 2015
5.	City execute Professional Services Agreement with consultant	August, 2015
6.	Consultant commences work	September, 2015
7.	Consultant provides a written assessment report to City	October 30, 2015
8	Consultant provides ERP Request for Proposal document to the City	November 30, 2015
9	City publishes the Request for Proposal for the ERP system	December 7, 2015
10	Deadline for vendors to submit their response to the RFP	January 18, 2016
11	Evaluation process begins on RFP responses	January, 2016
12	City staff makes recommendation for the ERP system vendor to City Council	March, 2016
13	City Council awards contract to ERP system vendor	March, 2016

4.2 Pre-Qualifications

In order to qualify to bid for this project, the proposing vendor should have a demonstrated track record with cities and other local government agencies including:

- a. At least five municipal projects completed similar to this Request for Proposal AND
- b. Out of the five completed projects, at least two of those projects have been for a California municipality or agency.

4.3 Proposal Format

Briefly describe the services you are prepared to provide to fully meet the needs of the City to conduct a needs assessment related to the functional requirements of replacing the Enterprise Resource Planning (ERP) application. The proposal is to be organized into the following Sections.

Section	Title
1	Letter of transmittal
2	Executive Overview
3	Company History
4	Experience

5	Personnel
6	References
7	Services – Provide a proposed Exhibit A – Scope of Work
8	Work Plan – Provide a proposed Exhibit B – Project Time Schedule
9	Compensation – Provide a proposed Exhibit C – Fixed Project Cost
10	Insurance Requirements (optional for the proposal submission, mandatory once an agreement has been reached)

4.3.2 Letter of Transmittal

Provide a letter of transmittal introducing your company and your proposal.

4.3.3 Executive Overview

Response should include an Executive Overview/Summary (approximately 4 to 8 pages) of the proposed service describing the approach, methodology, City's responsibilities, overall schedule and cost.

4.3.4 Company History

Provide a brief history of the company, the current corporate environment, the core business philosophy and any other pertinent historical information about your company.

4.3.5 Experience

Provide a detail description of similar relevant projects performed on at least three government entities in the last five years. Indicate the scope of work, date, client's name, cost and the total amount time spent on the project.

4.3.6 Personnel

Provide names and backgrounds of lead individuals that will be working on this Project and the percent of project that each will handle. Provide specific information, including:

- 1) Qualifications, experience, and relevant professional education
- 2) Indicate the percentage of time your personnel will be on-site versus off-site
- 3) As the City will provide office space when your personnel are on-site, please delineate your needs

4.3.7 References

Provide a list of five or more clients who have contracted with your firm for the requested services. The list should include the following:

- 1) Company Name
- 2) Principal Contact Name
- 3) Contact's Title
- 4) Contact's Information (address, phone number and email address)
- 5) Brief Description of the project
- 6) Time frame of the project
- 7) Final Cost of the project

4.3.8 Services

Provide a proposed scope of work, detailing the services you are proposing. Include your intended approach to address our requirements and details about the professional services that your document is proposing.

4.3.9 Work Plan

Provide a proposed project time schedule, detailing the time necessary for each phase of the services you are proposing.

4.3.10 Compensation

Provide a fixed cost proposal inclusive of labor, materials, travel, disposal and taxes.

4.4 Additional Information

Respondent(s) may provide additional information that is relevant to this proposal for consideration. Additional information is limited to a maximum of two pages.

4.5 Business License

If the consultant/vendor is selected by the City, the consultant/vendor must obtain a valid City of Santa Fe Springs business license. Additional information regarding the City's Business License program may be obtained by calling (562) 868-0511.

4.6 Insurance and Indemnification Requirements

Indemnification and insurance requirements, including the required insurance documentation, are set forth in Attachment A. Upon award of the contract, insurance documentation in a form acceptable to the City must be submitted no later than 10 business days after Notice of Award of Contract, and prior to the City of Santa Fe Springs' execution of the Agreement.

4.7 Submittal

Please provide one original and 3 hardcopies of your proposal to the City of Santa Fe Springs addressed to:

Anita Jimenez
City Clerk
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670

Proposal must be received no later than Monday, June 29th, 2015 at 5:00 PM Pacific Standard Time.

The proposal must be received in hardcopy at the above address by the closing date and time. Firms mailing or shipping their proposals must allow sufficient delivery time to ensure timely receipt of their proposals by the time specified. Late proposals will not be accepted.

The proposals will be valid for a period of 90 calendar days from the deadline date.

The City reserves the right to reject any and all proposals, to award all or any individual part/item of the Proposal, to waive any informalities or information in any proposals, and to make an award in the best interest of the City.

If you have any questions regarding this Request for Proposal please contact: Alex Tong at alextong@santafesprings.org by phone at (562) 868-0511.

Response to questions in regards to this Request for Proposals will be posted on the City's website at <http://www.santafesprings.org/cityhall/finance/default.asp>.

4.8 Proposal Opening

Proposals will be opened and evaluated by the City's evaluation team after the submittal date has closed.

4.9 Selection Process

Proposals received by the City will be reviewed and evaluated according to the following categories (not in any particular order):

	Criteria	Percent
1	Qualifications of the consultant/vendor	15%
2	Project manager and Key Personnel	25%
3	Project Understanding and Approach	25%
4	Past Experience and References	15%
5	Pricing	20%

As reflected above, the contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating the proposals and discussing them further with the finalists or the tentatively selected contractor, the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

4.10 Right to Reject Bid

The City reserves the right to reject bids for any reason whether or not said bids are responsive or non-responsive. The City may, but shall not be required to solicit additional information, orally or in writing, from one or more of the applicants relating to the content of their proposal. The City may, but shall not be required to, meet with one or more of the bidders prior to a preliminary selection of one or more bidders with which the City may choose to negotiate.

4.11 Use of Vendor Proposal and Accompanying Material

All material submitted becomes the property of the City of Santa Fe Springs and will not be returned to the vendor. The proposals submitted may be reviewed and/or evaluated by persons internal or external to the City at the discretion of the City.

4.12 Obligation to Contract

This Request for Proposal does not obligate the City to contract for services specified herein.

4.13 Proposal Preparation Costs and Expenses

The City will not be liable for any costs incurred by the Proposer in responding to the RFP, presentations or any other activities related to responding to this RFP.

4.14 Form of Agreement

The contents of this RFP, RFP Addenda, and the proposal document of the successful Proposer shall become contractual obligations as part of the contract if acquisition action ensues. Failure of successful vendor to accept these obligations in a contractual agreement shall result in cancellation of award. The City reserves the right to negotiate provisions in addition to those stipulated in the RFP or proposed by vendor for the purposes of obtaining the best possible offer.

4.15 Public Records Act

All responses to this Request for Proposal will become the property of the City of Santa Fe Springs and will be retained or disposed of accordingly. Therefore, the Proposer is cautioned to identify on its Proposal any data the Responder believes to be exempt from the publication under the Public Records Act. If Responder claims a privilege against public disclosure or otherwise objects to the records' disclosure, then the City may either decline to produce the requested information or redact portion of the documents and produce the redacted records. By submitting a proposal, the Proposer agrees that it shall indemnify, defend and hold the City harmless from all liability, claims, suits, demands, damages, fines, penalties, costs or expenses arising out of or alleging the City's refusal to publicly disclose one or more records that the Responder identifies as protectable, or asserts is protectable.



NEW BUSINESS

Interstate 5 Freeway Water Main Relocation - Carmenita Road Segment B – Authorization to Advertise

RECOMMENDATION

That the City Council:

1. Approve the Plans and Specifications for the Interstate 5 Freeway Water Main Relocation – Carmenita Road Segment B; and
2. Authorize the City Engineer to advertise for construction bids.

BACKGROUND

The State Department of Transportation has been working on the construction of the Carmenita Road/Interstate 5 (I-5) portion of the I-5 Freeway Widening Project since October 2010. In conjunction with the State's project, underground utilities need to be relocated in order to avoid conflict with the work to be done by the State's contractor.

The water main relocation work for this segment is split into two phases: Segment B and the previously completed Carmenita Road Segments A and A-1. Segment B is largely on Carmenita Road from Excelsior Drive to approximately 1,000 feet north. The Caltrans contractor needed to construct the new Carmenita Road Bridge and fill this area approximately 6-8 feet in order for the water main to be relocated. Due to the manner in which the existing water main infrastructure is configured, a large portion of the City's water main relocation work will occur within the neighboring City of Norwalk. Staff has coordinated the work with the City of Norwalk for the work to be performed.

At this time, staff is requesting authorization to advertise the I-5 Freeway Water Main Relocation - Carmenita Road Segment B project for bids to realign the City's existing water mains impacted by the State's I-5 widening project. Segment B water main relocation work includes furnishing and installing 1,030 feet of 12-inch Ductile Iron Pipe (DIP); 150 feet of 8-inch DIP; furnishing and installing fittings, valves, blow-off assemblies, local service meters, and related appurtenances within the vicinity of the State's freeway widening; and other ancillary work.

Segment B project Plans and Specifications are complete and the Public Works Department is ready to advertise for construction bids for this project, upon City Council approval. A copy of the Plans and Specifications are on file with the City Clerk and are available for public review. The Engineers Estimate for the Segment B project is estimated at \$405,000.

FISCAL IMPACT

The City of Santa Fe Springs will be reimbursed via Utility Agreement 7UA-11565 with the State.

INFRASTRUCTURE IMPACT

The relocated water mains and service meters will accommodate the widening of the Interstate 5 Freeway, and provide reduced City water system annual maintenance and operating costs.


For Thaddeus McCormack
City Manager

Attachment:
Utility Agreement 7UA-11565

<u>Dist</u> 07	<u>Co</u> LA	<u>Rte</u> 5	<u>KP (P.M.)</u> 2.9/4.9	<u>EA</u> 2159C1
Federal Aid No.: ACNHI 52(926)				
Owner: City of Santa Fe springs				
FEDERAL PARTICIPATION:		On the Project	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		On the Utilities	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AMENDMENT TO UTILITY AGREEMENT NO. 7UA-11565

WHEREAS, the State of California, acting by and through its Department of Transportation, hereinafter called STATE and City of Santa Fe Springs, hereinafter called OWNER, have entered into that certain Utility Agreement No. 7UA-11565, dated 7/28/11, which Agreement sets forth the terms and conditions pursuant to which OWNER has to relocate fire hydrants and water lines, to accommodate STATE's construction on LA 5.

WHEREAS, in the performance of said work, increased costs over and above those estimated at the time of the execution of said Agreement were incurred due to the fact that: Removal and disposal of asbestos cement pipe in existing casing and associated work. All changes have been discussed with Caltrans Utility Engineer and Project Manager.

WHEREAS, it has been determined that, since final costs have overrun the amount shown in said Agreement by 63.54% and when the increased cost exceeds by 25% the estimated amount set forth in said Agreement, said Agreement shall be amended to show the increased cost of the work to the STATE; and,

WHEREAS, the estimated cost to the STATE of the work to be performed under said Agreement was \$3,016,136.00, and by reason of the increased costs referred to above, the amended estimated cost to the STATE is \$4,746,105.00.

NOW, THEREFORE, it is agreed between the parties as follows:

1. The estimated cost to the STATE of \$3,016,136.00 as set forth in said Agreement is hereby amended to read \$4,746,105.00.
2. All other terms and conditions of said Agreement remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to Utility Agreement No. 7UA-11565 this day of 10/26/ 2011.

AMENDMENT TO UTILITY AGREEMENT (Cont.)

Page 2 of 2

AMENDMENT TO Utility Agreement No. 7UA-11565

THE ESTIMATED COST TO STATE FOR ITS SHARE OF THE ABOVE DESCRIBED WORK IS \$ 4,746,105.00

CERTIFICATION OF FUNDS					FUND TYPE	EA	AMOUNT
I hereby certify upon personal knowledge that budgeted funds are available for the period and purpose of the expenditure shown here.					Design Funds		
					Construction Funds		
H.Q Accounting Officer _____ Date _____					RW Funds	2159C1	\$ 4,746,105.00
ITEM	CHAP	S TAT	FY	AMOUNT			

DATE:

OWNER:

Andrew P. Nierenberg, Deputy District Director
Right of Way - District 7

Date _____

By Donald K. Jensen
Name/Title
City of Santa Fe Springs
Date 11/22/11

APPROVAL RECOMMENDED:

Billy E. Cooper /District Utility Coordinator, Right of Way

Date _____

By Donald Hobby
Donald Hobby, Utility Coordinator
Date 10/24/11

IN WITNESS WHEREOF, the above parties have executed this Agreement the day and year above written.

DO NOT WRITE BELOW - FOR ACCOUNTING PURPOSE ONLY

PLANNING AND MANAGEMENT COMPLETES EXCEPT SHADED COLUMNS:

T CODE	DOCUMENT NUMBER	SUF FIX	DIST	UNIT	CHG DIST	EA	SUB JOB	SPECIAL DESIGNATION	FFY	FA	OBJ COD E	DOLLAR AMOUNT
	UA0011565		07	440	07	2159C9		911565	11	7	054	\$4,746,105.00

EA FUNDING VERIFIED:

Sign
Print>

R/W PLANNING and MANAGEMENT Date

REVIEW REQUEST FUNDING

Sign>
Print> Donald Hobby
Utility Coordinator

Date

DISTRIBUTION: 3 original to R/W Program Accounting & Analysis
3 originals return to R/W Planning & Management

Dist.	Co.	Rte.	K.P.	E.A.
7	LA	5	2.9/4.9	2159C1
Federal Aid No.: ACNHI 52(926)				
Owner's File: 11565				
Federal Participation: On the Project: <input checked="" type="checkbox"/> yes no				
On the Utilities: <input checked="" type="checkbox"/> yes no				
Access Code 2159C1				

UTILITY AGREEMENT NO. 7UA- 11565 DATE _____

The State of California acting by and through the Department of Transportation, hereinafter called "STATE" proposes to reconstruct interchange in Santa Fe Springs and Norwalk from 0.2KM North of Alondra Blvd. Overcrossing to Shoemaker Avenue overcrossing. **City of Santa Fe Springs Water** herein after called "Owner" owns and maintains fire hydrants, mains and water pipelines within the limits of the STATE'S project which requires relocation to accommodate STATE'S project.

It is hereby mutually agreed that:

I. WORK TO BE DONE

A."In accordance with Notice to Owner No. 7-11565 date 1/7/10, Owner shall Relocate fire hydrants, mains and water pipelines. All work shall be performed substantially In accordance with OWNER's Plan No. 07W289-1 dated 5/11/09, a copy of which is on file in the District Office of the Department of Transportation at 100 S. Main Street Los Angeles, California 90012. Deviations from the OWNER's plan described above initiated by either the STATE or the OWNER, shall be agreed upon by both parties hereto under a Revised Notice to Owner. Such Revised Notice to Owner, approved revision of the OWNER's plan described above and are hereby made a part hereof. No work under said deviation shall commence prior to written execution by OWNER of the agreement in addition to the revised Notice to Owner. Owner shall have the right to inspect the work by the STATE'S contractor during construction. Upon completion of the work by STATE, OWNER agrees to accept ownership and maintenance of the constructed facilities and relinquishes to State ownership of the replaced facilities."

II. LIABILITY FOR WORK

"The existing facilities are lawfully maintained in their present location and qualify for relocation At STATE expense under the provisions of Section (703) of the Streets and Highway Code," expense.

III. PERFORMANCE OF WORK

OWNER agrees to perform the herein-described work with its own forces or to cause the herein-described work to be performed by the OWNER's contractor, employed by written contract on a continuing basis to perform work of this type, and to provide and furnish all necessary labor, materials, tools and equipment required therefore, and to prosecute said work diligently to completion.

Prevailing Wage Requirements for Contracted Work

Pursuant to Public Works Case No. 2001-059 determination by the California Department of Industrial Relations dated October 25, 2002, work performed by OWNER's contractor is a public work under the definition of Labor Code section 1720(a) and is therefore subject to prevailing wage requirements. Owner shall verify compliance with this requirement in the administration of its contracts referenced above.

PAYMENTS FOR WORK

The STATE shall pay its share of the actual and necessary cost of the herein described work within 45 days after receipt of five (5) copies of OWNER'S itemized bill signed by a responsible official of OWNER's organization and prepared on OWNER's letterhead, compiled on the basis of the actual and necessary cost and expense incurred and charged or allocated to said work in accordance with the uniform system of accounts prescribed for OWNER by the California Public Utilities Commission, Federal Energy Regulatory Commission or Federal Communications Commission whichever is applicable.

It is understood and agreed that the STATE will not pay for any betterment or increase in capacity of OWNER'S facilities in the new location and that OWNER shall give credit "used life" or accrued depreciation of the replaced facilities and for the salvage value of any material or parts salvaged and retained or sold by OWNER.

Not more frequently than once a month, but at least quarterly, OWNER will prepare and submit progress bills for costs incurred not to exceed OWNER's recorded cost as of the billing date less estimated credits applicable to completed work. Payment of progress bills not to exceed the amount of this Agreement may be made under the terms of this agreement. Payment of progress bills which exceed the amount of this Agreement may be after receipt and approval by STATE of documentation supporting the cost increase and after an Amendment to this Agreement has been executed by the parties to this Agreement.

The OWNER shall submit a final bill to the STATE within 360 days after the completion of the work described in Section 1. above. If the STATE has not received a final bill within 360 days after notification of completion of Owner's work described in Section 1 of this agreement, and STATE has delivered to OWNER fully executed Director's Deeds, Consents to Common Use or Joint Use Agreements as required for OWNER's facilities, STATE will provide written notification to OWNER of its intent to close its file within 30 days and OWNER hereby acknowledges, to the extent allowed by law, that all remaining costs will be deemed to have been abandoned. If the STATE processes a final bill for payment more than 360 days after notification of completion of OWNER's work, payment of the late bill may be subject to allocation and/or approval by the California Transportation Commission.

The final billing shall be in the form of an itemized statement of the total costs charged to the project, less the credits provided for in the Agreement, and less any amounts covered by progress billings. However, the STATE shall not pay final bills which exceed the estimated cost of this Agreement without documentation of the reason for the increase of said cost from the OWNER and of documentation by STATE. Except, if the final bill exceeds the OWNER's estimated costs solely as the result of a revised Notice to Owner as provided for in Section I, a copy of said revised Notice to Owner shall suffice as documentation. In either case payment of the amount over the estimate cost of this Agreement may be subject to allocation and/or approval by the California Transportation Commission.

In any event if the final bill exceeds 125% of the estimated OWNER's cost of this agreement, an Amended Agreement shall be executed by the parties to this agreement prior to the payment of the OWNER's final bill. Any and all increases in costs that are the direct result of deviations from the work described in Section 1 of this Agreement, shall have prior concurrence of the STATE.

Detailed records from which the billing is compiled shall be retained by the OWNER for a period of three years from the date of the final payment and will be available for audit by State and/or Federal auditors. Owner agrees to comply with Contract Cost Principles and Procedures as set forth in 48CFR, Chapter 1, Part 31, et seq., 23CFR, Chapter 1, Part 645 and/or 18 CFR, Chapter 1, Parts 101, 201, et al. If a subsequent State and/or Federal audit determines payments to be unallowable, OWNER agrees to reimburse STATE upon receipt of STATE billing.

V. GENERAL CONDITIONS

All costs accrued by OWNER as a result of STATE's request of November 4, 2004 to review Study and/or prepare relocations plans and estimates for the project associated with this Agreement may be billed pursuant to the terms and conditions of this Agreement.

Any additional cost accrued by OWNER caused by the hazardous waste or contamination within the work area is reimbursable by the STATE.

If State's project which precipitated this Agreement is canceled or modified so as to eliminate the necessity of work by OWNER, STATE will notify OWNER in writing and STATE reserves the right to terminate this Agreement by Amendment. The Amendment shall provide mutually acceptable terms and conditions for terminating the Agreement.

All obligations of STATE under the terms of this Agreement are subject to the passage of the annual Budget Act by the State legislature and the allocation of those funds by the California Transportation Commission.

OWNER shall submit a Notice of Completion to the STATE within 30 days of the completion of the work described herein.

It is understood that said highway is a Federal aid highway and accordingly 23 CFR 645 is hereby incorporated into this Agreement.

UTILITY AGREEMENT (Cont.)
RW 13-5 (Rev. 10/95)

Page 4 of 4

Utility Agreement No. 7UA-11565

THE ESTIMATED COST TO STATE FOR ITS SHARE OF THE ABOVE DESCRIBED WORK IS \$3,016,136.00

CERTIFICATION OF FUNDS				
I hereby certify upon personal knowledge that budgeted funds are available for the period and purpose of the expenditure shown here.				
<i>Andrew P. Nierenberg</i> 1/28/10				
H Q Accounting Officer CHAP	STAT	FY	Date	AMOUNT
2660-801-1	1	2009	09/10	\$3,016,136.00
2008-29				

FUND TYPE	EA	AMOUNT
Design Funds	0	\$0
Construction Funds	2159C4	\$
RW Funds	2159C9	\$3,016,136.00

STATE:

By _____
ANDREW P. NIERENBERG
Deputy District Director, Right of Way, District 7

Date _____

OWNER:

By *Donald K. Jensen*
City of Santa Fe Springs

Date *7/17/11*

APPROVAL RECOMMENDED:

By _____
Mark Lyles/District Utility Coordinator, Right of Way

Date _____

By *Donald Hobby*
Donald Hobby, Utility Coordinator

Date *1/11/10*

IN WITNESS WHEREOF, the above parties have executed this Agreement the day and year above written.

DO NOT WRITE BELOW - FOR ACCOUNTING PURPOSE ONLY

PLANNING AND MANAGEMENT COMPLETES EXCEPT SHADED COLUMNS:

IT CODE	DOCUMENT NUMBER	SUB FIX	DIST	UNIT	CHG DIST	EA	SUB JOB	SPECIAL DESIGNATION	FFY	FA	OBJ CODE	DOLLAR AMOUNT
	UA0011565		07	440	-07	2159C9		UA-11565	10	7	054	\$3,016,136.00

EA FUNDING VERIFIED:	
Sign: <i>Andrew P. Nierenberg</i>	
Print: <i>Andrew P. Nierenberg</i>	
R/W PLANNING and MANAGEMENT	Date <i>1-26-10</i>

REVIEW REQUEST FUNDING	
Sign: <i>Donald Hobby</i>	
Print: Donald Hobby	
Utility Coordinator	Date <i>1/11/10</i>

DISTRIBUTION: 3 original to RW Program Accounting & Analysis
3 originals return to RW Planning & Management



City of Santa Fe Springs

City Council Meeting

October 8, 2015

NEW BUSINESS

REVISED

On-Call Professional Engineering Services – Award of Contract

RECOMMENDATION

That the City Council award a contract to each of the seven Engineering Consulting Firms listed below for the On-Call Professional Engineering Services for various capital improvement projects.

BACKGROUND

The City Council authorized the advertisement for the On-Call Professional Engineering Services Request for Qualifications (RFQ) on June 25, 2015. The RFQ Proposals requested a broad range of professional Engineering services in support of the Public Works/Engineering Division staff. These services include, but are not limited to, design, engineering, surveying and administration of street, water and sewer projects, architectural and landscape design, structural engineering for existing or proposed structures, construction management and inspection of capital improvement and public works maintenance projects, and general Staff augmentation for contract administration and management activities. On August 4, 2015 a total of (19) nineteen proposals were received.

A three-member evaluation team consisting of three engineers reviewed each proposal based on project-specific criteria, such as the firm's understanding of the work to be done, project manager experience with similar kind of work, and firm relevant project experience, etc.

The evaluation committee short listed the top eight most qualified firms and conducted interviews on September 9, 2015 and September 10, 2015. The interview evaluation team consisted of Noe Negrete, Director of Public Works, Robert Garcia, Associate Civil Engineer, and Desi Gutierrez, City of Downey Senior Civil Engineer. After evaluating the proposals and conducting the interviews, the evaluation committee recommends awarding contracts to seven consulting firms due to each of the firms scoring well above average and each having a specialized strength in a specific engineering discipline. The On-Call Professional Services will be provided on an as needed basis through a Request for Quote basis for each specific project.

The recommended Engineering Consulting Firms are the following:

1. Anderson Penna
2. BKF Engineers Surveyors Planners
3. Fountain Head
4. Onward Engineering
5. PreScience
6. South Star Engineering & Consulting
7. VA Consulting

Report Submitted By:

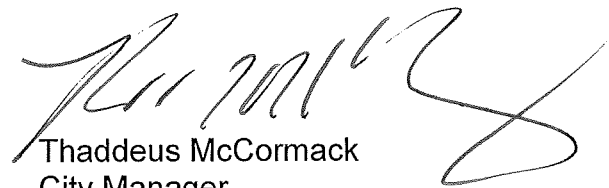
Noe Negrete, Director
Department of Public Works

Date of Report: October 8, 2015

Attached is a summary of the evaluation committee's rankings of the proposals and interviews (Attachment 1). As shown, seven of the eight engineering firms secured above average scores. The proposals submitted to the City, the evaluation and interview score sheets are on file in the Public Works Department.

FISCAL IMPACT

Funding for On-Call Professional Engineering services is included in the approved Public Works Department budget, CIP Fund, Bond Funds, Water CIP fund, and state and local funding for transportation improvement projects. Attachment 3 is a schedule of hourly rates from each of the recommended firms that will be the basis of their cost proposals. The aggregate amount of all the contracts will not exceed \$500,000 per fiscal year, unless otherwise approved by the Council.



Thaddeus McCormack
City Manager

Attachments:

Evaluation of Proposals and Interview of Firms
Sample Professional Services Agreement
Schedule of Hourly Rates

City of Santa Fe Springs
On-Call Professional Engineering Services
Summary of Evaluations

9/24/2015

Interview Final Evaluation		Total Score
Firm		
1 Anderson Penna		94.00
2 PreScience		90.67
3 Onward Engineer		90.33
4 Va Consulting		89.33
5 BKF Engineers Surveyors Planners		87.33
6 Fountain Head		82.67
7 SouthStar		81.33
8 KOA Corporation		66.33
"Total Score" equals the average scores of the Interview Qualifications (100 points available)		

Written Final Evaluation		Total Score
Firm		
1 Anderson Penna		88.67
2 Onward Engineer		88.33
3 PreScience		87.33
4 SouthStar		84.67
5 Fountain Head		84.33
6 Va Consulting		80.67
7 BKF Engineers Surveyors Planners		79.00
8 KOA Corporation		78.67
"Total Score" equals the average scores of the Written Qualifications (100 points available)		

Summary Interview & Written Evaluation		Total Score
Firm		
1 Anderson Penna		91.34
2 Onward Engineer		89.33
3 PreScience		89.00
4 Va Consulting		85.00
5 Fountain Head		83.50
6 BKF Engineers Surveyors Planners		83.17
7 SouthStar		83.00
8 KOA Corporation		72.50
"Total Score" equals the average scores of the Combined Interview & Written Qualifications (100 points available)		

SCORING RANGES		
FAIL (0-60) Category evaluated non-responsive.	AVERAGE (71-80) Qualifications/Pricing fully satisfy requirements.	EXCEPTIONAL (91-100) Qualifications/Pricing far exceed requirements.
BELOW AVERAGE (61-70) Below minimally acceptable.	ABOVE AVERAGE (81-90) Qualifications/Pricing more than satisfy requirements.	

City of Santa Fe Springs
On-Call Professional Engineering Services
Evaluation Qualification Ratings

9/18/2015

Interview Evaluation

Criteria	1 Anderson Penna			2 PreScience			3 Onward Engineer			4 Va Consulting		
	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3
Experience and Capability of the Firm	14	14	14	13	14	14	14	14	14	14	14	13
Project Manager	19	20	19	18	19	18	18	18	18	19	18	19
Project Team	19	19	19	18	18	18	17	17	18	19	18	18
Project Understanding and Approach	18	18	19	18	17	19	18	17	18	18	17	18
Past Experience and References	9	10	10	9	9	10	9	9	9	9	8	8
Interview Evaluation	13	14	14	13	13	14	15	14	14	13	12	13
Subtotal scores	92	95	95	89	90	93	91	89	91	92	87	89
Average Score, Interview Prop.:	94.00			90.67			90.33			89.33		

5

6

7

8

Criteria	BKF Engineers Surveyors Planners			Fountain Head			SouthStar			KOA Corporation		
	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3
Experience and Capability of the Firm	13	13	13	12	12	11	13	13	13	10	12	10
Project Manager	18	18	17	17	17	17	17	16	16	14	13	12
Project Team	17	17	17	16	16	17	15	15	16	14	13	12
Project Understanding and Approach	18	18	18	16	18	16	15	15	15	15	13	15
Past Experience and References	9	8	9	9	8	8	9	9	9	8	6	7
Interview Evaluation	13	13	13	13	13	12	13	12	13	9	8	8
Subtotal scores	88	87	87	83	84	81	82	80	82	70	65	64
Average Score, Interview Prop.:	87.33			82.67			81.33			66.33		

Final Rankings	Total Score
<u>Firm</u>	
Anderson Penna	94.00
PreScience	90.67
Onward Engineer	90.33
Va Consulting	89.33
BKF Engineers Surveyors Planners	87.33
Fountain Head	82.67
SouthStar	81.33
KOA Corporation	66.33

"Total Score" equals the average scores of the Interview Qualifications (100 points available)

City of Santa Fe Springs
On-Call Professional Engineering Services
Evaluation Qualification Ratings

Written Qualifications

Criteria	1			2			3			4		
	Anderson Penna			Onward Engineer			PreScience			SouthStar		
	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3
Experience and Capability of the Firm	14	13	15	13	14	15	13	14	14	13	12	15
Project Manager	19	16	19	17	18	19	18	18	20	18	15	19
Project Team	18	16	18	14	18	20	16	19	15	16	14	18
Project Understanding and Approach	19	16	20	16	18	20	16	20	20	18	16	20
Past Experience and References	9	8	10	10	8	10	9	9	10	9	6	10
Pricing	12	13	11	15	13	7	12	10	8	12	12	11
Subtotal scores	91	82	93	85	89	91	84	90	88	86	75	93
Average Score, Written Prop.:	88.67			88.33			87.33			84.67		

Criteria	5			6			7			8			9		
	Fountain Head			Va Consulting			BKF Engineers Surveyors Planners			KOA Corporation			MARRS		
	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3
Experience and Capability of the Firm	12	14	14	12	13	15	14	12	14	12	16	13	11	13	10
Project Manager	17	18	18	13	16	15	16	16	16	10	16	18	14	17	20
Project Team	18	17	18	15	17	17	17	16	13	13	18	18	13	17	17
Project Understanding and Approach	14	17	20	15	17	20	17	16	19	12	16	15	14	17	18
Past Experience and References	8	6	10	8	7	10	8	6	10	7	6	10	6	6	10
Pricing	12	8	12	12	12	8	10	8	9	12	11	13	11	11	9
Subtotal scores	81	80	92	75	82	85	82	74	81	66	83	87	69	81	84
Average Score, Written Prop.:	84.33			80.67			79.00			78.67			78.00		

Final Rankings	Total Score
Firm	
Anderson Penna	88.67
Onward Engineer	88.33
PreScience	87.33
SouthStar	84.67
Fountain Head	84.33
Va Consulting	80.67
BKF Engineers Surveyors Planners	79.00
KOA Corporation	78.67
MARRS	78.00

"Total Score" equals the average scores of the written Qualifications (100 points available)

City of Santa Fe Springs
On-Call Professional Engineering Services
Evaluation Qualification Ratings

Written Qualifications															
	10			11			12			13			14		
	MNS Engineers Inc.			CivilSource, Inc.			Cannon Corp			Civil Works Engineers			Civil Tech Engineering Inc.		
Criteria	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3
Experience and Capability of the Firm	9	13	12	12	12	15	8	13	15	12	12	13	12	12	14
Project Manager	12	17	18	12	12	20	14	15	16	15	15	17	12	16	17
Project Team	12	18	18	13	13	17	14	17	13	11	14	13	9	15	16
Project Understanding and Approach	12	18	20	13	10	20	17	17	16	15	15	15	12	16	19
Past Experience and References	6	7	10	8	8	10	6	6	10	8	5	10	8	6	10
Pricing	11	9	11	12	12	12	9	11	12	13	13	10	11	9	12
Subtotal scores	62	82	89	70	67	94	68	79	82	74	75	78	64	74	88
Average Score, Written Prop.:	77.67			77.00			76.33			75.67			75.33		

	15			16			17			18			19		
	Engineering Resources			Wilson & Company			GK & Associates			AIM Consulting Services			SA Associates		
Criteria	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #1	Reviewer #2	Reviewer #3
Experience and Capability of the Firm	10	12	15	7	13	14	12	12	12	11	12	12	9	12	10
Project Manager	10	15	20	8	16	19	16	15	18	13	12	13	12	16	10
Project Team	11	15	16	10	16	20	13	10	10	12	12	10	11	12	10
Project Understanding and Approach	12	16	10	12	17	20	13	10	10	13	15	10	9	10	10
Past Experience and References	7	7	10	5	6	10	8	6	8	7	5	7	7	6	10
Pricing	13	13	11	11	10	7	12	13	10	12	11	6	13	10	7
Subtotal scores	63	78	82	53	78	90	74	66	68	68	67	58	61	66	57
Average Score, Written Prop.:	74.33			73.67			69.33			64.33			61.33		

Final Rankings	Total Score
Firm	
MNS Engineers Inc.	77.67
CivilSource, Inc.	77.00
Cannon	76.33
Civil Works Engineers	75.67
Civil Tech Engineering Inc.	75.33
Engineering Resources	74.33
Wilson & Company	73.67
GK & Associates	69.33
AIM Consulting Services	64.33
SA Associates	61.33

"Total Score" equals the average scores of the written Qualifications (100 points available)

**CITY OF SANTA FE SPRINGS
SHORT FORM PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT, made and entered by and between the **CITY OF SANTA FE SPRINGS (CITY)**, and _____ (CONSULTANT) is entered into in consideration of the mutual covenants and promises contained herein. The Parties do mutually agree as follows:

1. CONSULTANT will provide services (SERVICES) as outlined in the attached proposal dated August 4, 2015 and shall organize, supervise, prepare and complete said SERVICES as set forth therein and as required as per the Request For Proposals dated June 29, 2015.
2. The term of this Agreement shall commence on October 8, 2015 and end on October 8, 2018, unless the SERVICES are completed sooner or terminated as provided herein.
3. CITY shall compensate CONSULTANT for the SERVICES at the rates detailed in the Proposer's Schedule of Hourly Rates. CONSULTANT shall not receive additional compensation in excess of the above amount unless previously approved in writing by the CITY. Such compensation shall become payable on a periodic time schedule as approved and agreed to by CITY and the CONSULTANT.
4. CONSULTANT hereby acknowledges that obtaining a CITY business license may be required to perform the SERVICES specified in this Agreement.
5. The parties hereto acknowledge and agree that the relationship between CITY and CONSULTANT is one of principal and independent Consultant and no other. CONSULTANT is solely responsible for all labor and expenses associated with the performance of the SERVICES. Nothing contained in the Agreement shall create or be construed as creating a partnership, joint venture, employment relationship, or any other relationship except as set forth between the parties. This includes, but is not limited to the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provision of the Internal Revenue Code, the State Revenue and Taxation Code relating to income tax withholding at the source of income, the Workers' Compensation Insurance Code, 401(k) and other benefit payments and third party liability claims. CONSULTANT specifically acknowledges that CITY is not required to, nor shall, provide Worker's Compensation Benefits Insurance for CONSULTANT. Notwithstanding the above, CONSULTANT hereby specifically waives any claims and/or demands for such benefits.
6. CONSULTANT shall defend, indemnify, hold free and harmless the CITY and its appointed and elected officials, officers, employees and agents from and against any and all damages to property or injuries to or death of any person or persons, including attorney fees and shall defend, indemnify, save and hold harmless CITY and its appointed and elected officials, officers, employees and agents from any and all claims, demands, suits, actions or proceedings of any kind or nature, including but not by way of limitation, all civil claims, worker's compensation claims, and all other claims resulting from or arising out of the acts, errors or omission of CONSULTANT, whether intentional or negligent, in the performance of this Agreement.
7. CONSULTANT will not be required to follow or establish a regular or daily work schedule. Any advice given to the CONSULTANT regarding the accomplishment of SERVICES shall be considered a suggestion only, not an instruction. The CITY retains the right to inspect, stop, or alter the work of the CONSULTANT to assure its conformity with this Agreement.
8. CONSULTANT shall comply with CITY's Harassment Policy. CITY prohibits any and all harassment in any form.
9. CONSULTANT shall obtain the following forms of insurance and provide City with copies therewith:
 - a. Commercial General Liability Insurance with minimum limits of one million dollars (\$1,000,000) per occurrence and,

b. Automobile Insurance covering all bodily injury and property damage incurred during the performance of this Agreement, with a minimum coverage of \$500,000 combined single limit per accident. Such automobile insurance shall include all vehicles used, whether or not owned by CONSULTANT.

c. CONSULTANT shall comply with Workers' Compensation insurance laws of California.

CONSULTANT shall maintain the required insurances throughout the term of the contract, and shall have insurance agent send Certificate of Insurance to CITY, with CITY named as additional insured. A 30 day notice of cancellation is required.

10. This Agreement may be terminated by either party for any reason at any time by providing written notice of such termination to the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CONSULTANT SIGNATURE

DATE

NAME (PRINT)

TITLE

COMPANY NAME

Corporation ☐

Sole Proprietor ☐

Partnership ☐

LLC ☐

SSN OR TAX ID#

ADDRESS

CITY, STATE, ZIP

TELEPHONE NO.

CITY MANAGER

DATE

DEPARTMENT HEAD SIGNATURE

DATE

City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670
(562) 868-0511



AndersonPenna Partners, Inc.
Effective July 1, 2015 Standard Billing Rate Schedule

Engineering Services

Staff	Hourly Rate ¹
Principal	\$185
Project Manager	\$165 - \$175
Quality Assurance Manager	\$165
Senior Engineer	\$145
Project Engineer	\$135
Traffic Engineer	\$130
Associate Engineer	\$120
Designer ²	\$115
CADD Drafter ²	\$90
Administration	\$80

Municipal Services

Staff	Hourly Rate ¹
Principal	\$230
Project Executive	\$195
Program/Project Manager	\$160-\$185
Assistant Project Manager	\$105-\$145
City Engineer	\$135
Plan Check Engineer	\$85-\$135
Planner ²	\$95-\$110
Public Works Technician ²	\$110
Code Enforcement Consultant	\$125
Code Enforcement Officer ²	\$60-\$75
Permit Technician ²	\$65

Funding Services

Staff	Hourly Rate ¹
Project Manager	\$165
Assessment Engineer	\$160
Analyst ²	\$110-\$125
Administration	\$80

Construction Services

Staff	Regular Time	Overtime		
	Rate ¹	Mon - Fri ²	Sat. ³	Sun./Holiday
Principal	\$175	n.a.	n.a.	n.a.
Project/Construction Manager, Resident Engineer	\$145 - \$165	n.a.	n.a.	n.a.
Structures Representative	\$152 - \$175	n.a.	n.a.	n.a.
Office / Project Controls Engineer	\$90-\$130	n.a.	n.a.	n.a.
Labor Compliance / Documents Control	\$85 - \$118	n.a.	n.a.	n.a.
Public Works Inspector (Prevailing Wage) ⁵	\$118	\$165	\$165	\$212
Public Works Inspector (Non Prevailing Wage)	\$92 - \$105	\$138 - \$158	\$138 - \$158	\$167 - 189
Building Inspector (Non Prevailing Wage)	\$85 - \$110	\$127 - \$165	\$127 - \$165	\$153 - \$198

¹ The above hourly rates include wages, fringe and general & administrative overhead and fee, as well as typical supplies, tools and equipment required to perform services. A 4 hour minimum callout applies to Inspection staff.

² Rate applies to the first four hours of overtime during the week; all overtime in excess of four hours is paid at the Sunday/Holiday rate.

³ Rate applies to the first 12 hours worked. All other time is paid at the Sunday rate.

⁴ Regular Time Rates are subject to a 3% per year escalation.

⁵ Prevailing Wage Rates are subject to increases pursuant to the State of California's Department of Industrial Relations Wage Rate Determination.

Other Direct Costs: Reimbursement of identifiable non-salary costs that are directly attributable to the project such as oversized and/or color reproduction costs, site facility hard phone line and/or internet service charges, noncommuter project miles and/or other travel expenses to remote fabrication yards / batch plants, overnight postage / couriers, etc., are billed at actual cost plus 5 percent to cover overhead and administration.

Fees for subconsultant services: Billed at actual cost plus 10 percent to cover overhead and administration.

SECTION H:

SCHEDULE OF HOURLY RATES

No.	Classification	Hourly Rate*
1	QA/QC Manager	\$120
2	Project Manager	\$110
3	Construction Manager	\$105
4	Project Engineer	\$90
5	Design Engineer	\$85
6	Construction Inspector	\$87
7	Building Inspector	\$87
8	Plan Checker	\$85
9	Community Coordinator	\$80
10	Permit Tech/Counter Tech	\$45
11	Clerical Staff	\$45

*Costs include office overhead and are fully burdened and include all mileage and reimbursable expenses. These rates will be fixed for the term of the Agreement with the City of Santa Fe Springs.

H. SCHEDULE OF HOURLY RATES

Presented in the following pages are the hourly rate schedules for the PSC Team. PSC Team is committed to these rates and certifies that the rates shall remain fixed for the term of the Professional Services Agreement.

H-1 PreScience Corporation

Classification	Hourly Billing Rate ¹
Project Manager	\$214.57
Resident Engineer	\$172.52
Office Engineer	\$129.41
Office Administration / Document Control	\$96.10
Scheduler	\$172.52
Construction Inspector [*]	\$144.05

NOTES:

1. Hourly Billing Rates include fringe benefits, overhead and general administration.
2. Hourly Billing Rates shall remain fixed for the term of the contract.
3. Employees subject to prevailing wages are noted with an asterisk (*).
4. When authorized by the City, overtime shall be charged for non-exempt staff at the listed rate times 1.5. or 2.0.
5. Vehicle for Inspector and RE - \$8.00/Hour as Other Direct Costs.
6. All other direct costs – At actual costs

H-2 NCM Engineering Corporation

Name Job Title/Classification	Hourly Billing Rate ¹
Mohan Char Engineering Services Manager/Project Manager	\$222
Steve Misilinski Structures Lead/Senior Project Engineer	\$200
Edward Ng Roadway Lead/Senior Project Engineer	\$200
William Nasclmento Structural Engineer/Senior Structural Engineer	\$200
Rich Hoisington QA/QC	\$179
Mark Gonzalez Roadway Design/Senior Civil Engineer	\$194
Albert Pan Roadway Design/Senior Civil Engineer	\$194
Youchi Nakagawa Roadway Design/Engineer II	\$138
Samantha Cadena Roadway Design/Assistant Engineer	\$97
Helen Song Roadway Design/Assistant Engineer	\$97
Elaine Moua Roadway Design/Assistant Engineer	\$97
Mark Stiller Bridge Design/Senior Bridge Engineer	\$194
David Kim Bridge Design/Engineer III	\$164
Kimberly Gee Bridge Design/Engineer II	\$138
Ray Andrasek CADD/Senior CADD Designer	\$141
Ranju Char Clerical/Administration	\$77

Classification	Hourly Billing Rate ¹
Hourly Rate by Classification	
Principal	\$292
Project Manager	\$222
Senior Project Engineer	\$200
Senior Structural Engineer	\$200
Senior Civil Engineer	\$194
Senior Bridge Engineer	\$194
Engineer III	\$164
Engineer II	\$138
Engineer I	\$120
Assistant Engineer	\$97
Senior CADD Designer	\$141
CADD Designer	\$105
QA/QC Engineer	\$179
Clerical/Administration	\$77

NOTES:

1. Hourly Billing Rates include fringe benefits, overhead and general administration.
2. Hourly Billing Rates shall remain fixed for the term of the contract.
3. Outside Direct Costs such as equipment rental, outside services, printing, copying, deliveries and subsistence will be charged at Cost +15%
4. Contract personnel may be charged at the hourly rate listed above. Appearances as a witness (including deposition and court appearances) will be charged at a rate of \$400/hour plus expenses, with a minimum daily charge of 4 hours. Preparation will be charged at a regular hourly Rate
5. When authorized by the City, overtime shall be charged for non-exempt staff at the listed rate times 1.5.

H-3 Rick Engineering Company



Hourly Rates – California Offices
January 1, 2015 – December 31, 2018

Principal Consultant (Special Projects)	\$ 250.00	Principal Landscape Architect	\$205.00
Principal	235.00	Associate Landscape Architect	165.00
Associate Principal	220.00	Principal Project Landscape Architect/Manager	140.00
Associate/Manager	200.00	Associate Project Landscape Architect/Manager	130.00
Expert Witness	400.00	Assistant Project Landscape Architect/Manager	120.00
Court Appearance per half day or part	1,600.00	Principal Landscape Designer	110.00
		Associate Landscape Designer	100.00
Principal Project Engineer/Manager	\$180.00	Assistant Landscape Designer	95.00
Associate Project Engineer/Manager	165.00	Principal Landscape Drafter	85.00
Assistant Project Engineer/Manager	150.00	Associate Landscape Drafter	80.00
Principal Engineering Designer	130.00	Assistant Landscape Drafter	75.00
Associate Engineering Designer	120.00		
Assistant Engineering Designer	110.00	Photogrammetry Supervisor	\$140.00
Principal Engineering Drafter	110.00	Principal Photogrammetrist	120.00
Associate Engineering Drafter	95.00	Associate Photogrammetrist	110.00
Assistant Engineering Drafter	85.00	Assistant Photogrammetrist	98.00
Principal Construction Engineer/Manager	\$180.00	GIS Manager	\$170.00
Associate Construction Engineer/Manager	165.00	GIS Coordinator	140.00
Assistant Construction Engineer/Manager	150.00	Principal GIS Analyst	115.00
Principal Construction Technician	130.00	Associate GIS Analyst	110.00
Associate Construction Technician	120.00	Assistant GIS Analyst	98.00
Assistant Construction Technician	110.00	Principal Graphics Designer	115.00
		Associate Graphics Designer	105.00
		Assistant Graphics Designer	90.00
Senior Transportation/Traffic Engineer	\$205.00	Field Supervisor	\$180.00
Principal Transportation/Traffic Engineer	180.00	One-person Survey Party	140.00
Associate Transportation/Traffic Engineer	165.00	One-person Survey Party with Robotics	190.00
Assistant Transportation/Traffic Engineer	145.00	Two-person Survey Party	210.00
Principal Transportation/Traffic Designer	130.00	Three-person Survey Party	270.00
Associate Transportation/Traffic Designer	120.00		
Assistant Transportation/Traffic Designer	110.00		
Director of Planning	\$220.00	3D Laser Scanning Crew (One-Person)	\$230.00
Principal Project Planner	195.00	3D Laser Scanning Crew (Two Person)	270.00
Senior Project Planner	165.00		
Assistant Project Planner	150.00	Principal 3D Laser Scanning Project Manager	\$180.00
Senior Planner	140.00	Associate 3D Laser Scanning Project Manager	165.00
Associate Planner	120.00	Assistant 3D Laser Scanning Project Manager	150.00
Assistant Planner	110.00	Principal 3D Laser Scanning Specialist	135.00
Senior Planning Technician	105.00	Associate 3D Laser Scanning Specialist	120.00
Associate Planning Technician	95.00	Assistant 3D Laser Scanning Specialist	115.00
Assistant Planning Technician	85.00	Principal 3D Laser Scanning Technician	110.00
Planning Assistant	75.00	Associate 3D Laser Scanning Technician	95.00
		Assistant 3D Laser Scanning Technician	85.00
Principal Water Resources Designer	\$135.00	Computing & Mapping Director	\$180.00
Associate Water Resources Designer	125.00	Principal Survey Analyst	165.00
Assistant Water Resources Designer	110.00	Associate Survey Analyst	130.00
		Assistant Survey Analyst	105.00
Principal Environmental Project Manager	\$155.00	Associate Project Administrator	\$65.00
Associate Environmental Project Manager	140.00	Assistant Project Administrator	\$5.00
Assistant Environmental Project Manager	125.00	Administrative Assistant	60.00
Principal Environmental Specialist	112.00		
Associate Environmental Specialist	107.00		
Assistant Environmental Specialist	102.00		
Environmental Technician	79.00		

Rates subject to change for prevailing wage surveys.
When authorized, overtime shall be charged at the listed rates times 1.5.
Unless otherwise agreed upon, we shall charge for printing, reproduction, deliveries, transportation, and other expenses.
A ten (10) percent fee for administration, coordination and handling will be added to all subcontracted services.

H-4 ARCON Structural Engineers, Inc.

Name Job Title/Classification	Hourly Billing Rate
Hernan Montoya, SE, PE Project Manager/Principal	\$190
Steve T. Lee, PE -Project Engineer	\$145.00
Laura Turbay - Design Engineer	\$115.00
Alan Mendoza, EIT - Engineering Assistant	\$95.00
Marcela Mancera - Engineering Assistant	\$95.00
Claudia Sanchez - CAD Designer	\$95.00
Pilar Martinez - Office Administrator	\$55.00

Classification	Hourly Billing Rate
Hourly Rate by Classification	
Principal/Project Manager	\$190.00
Project Engineer	\$145.00
Design Engineer	\$115.00
Engineering Assistant	\$95.00
CAD Designer	\$95.00
Clerical	\$55.00

NOTES:

1. Hourly Billing Rates include fringe benefits, overhead and general administration.
2. Hourly Billing Rates will remain fixed for the term of the contract.
3. Outside Direct Costs such as equipment rental, outside services, printing, copying, deliveries and subsistence will be charged at Cost +15%
4. For non-prevailing wage field services provided by staff engineer during night item (7 pm to 7am) a \$160 surcharge/per night and a minimum per visit charge of 4 hours will apply.
5. Contract personnel may be charged at the hourly rate listed above. Appearances as a witness (including deposition and court appearances) will be charged at a rate of \$400/hour plus expenses, with a minimum daily charge of 4 hours Preparation will be charged at a regular hourly Rate
6. When authorized by the City, overtime shall be charged for non-exempt staff at the listed rate times 1.5.



CITY OF SANTA FE SPRINGS REQUEST FOR QUALIFICATIONS ON-CALL
PROFESSIONAL ENGINEERING SERVICES

PreScience

H-5 Avant Garde

Name/Classification	Hourly Billing Rate
Ana Marie LeNoue – Program Director	\$110.00
Lisette Calleros – Program Director	\$110.00
Simona Ramirez – Program Manager	\$85.00
Tara Tignino – Program Coordinator	\$75.00
Jerome Joaquin – Program Assistant	\$65.00
Megan LeNoue – Program Assistant	\$65.00

Classification	Hourly Billing Rate
Hourly Rate by Classification	
Program Director	\$110.00
Project Manager	\$85.00
Program Coordinator	\$75.00
Program Assistant	\$65.00

NOTES:

1. Hourly Billing Rates include fringe benefits, overhead and general administration.
2. Hourly Billing Rates shall remain fixed for the term of the contract.
3. Outside Direct Costs such as equipment rental, outside services, printing, copying, deliveries and subsistence will be charged at Cost +15%
4. For non-prevailing wage field services provided by staff engineer during night item (7 pm to 7am) a \$160 surcharge/per night and a minimum per visit charge of 4 hours will apply.
5. Contract personnel may be charged at the hourly rate listed above. Appearances as a witness (including deposition and court appearances) will be charged at a rate of \$400/hour plus expenses, with a minimum daily charge of 4 hours Preparation will be charged at a regular hourly Rate
6. Employees subject to prevailing wages are noted with an asterisk (*).
7. When authorized by the City, overtime shall be charged for non-exempt staff at the listed rate times 1.5.

H-6 Thirtieth Street Architects

Name/Classification	Hourly Billing Rate
John Loomis, Principal	\$175
Elwood Gulley, Designer	\$150
Elizabeth Sanchez, CAD	\$125
Hourly Rate by Classification	
Principal	\$175
Project Manager	\$150
CAD	\$125

NOTES:

- Hourly Billing Rates include fringe benefits, overhead and general administration.
- Hourly Billing Rates shall remain fixed for the term of the contract.
- Outside Direct Costs such as equipment rental, outside services, printing, copying, deliveries and subsistence will be charged at Cost +15%
- For non-prevailing wage field services provided by staff engineer during night item (7 pm to 7am) a \$160 surcharge/per night and a minimum per visit charge of 4 hours will apply.
- Contract personnel may be charged at the hourly rate listed above. Appearances as a witness (including deposition and court appearances) will be charged at a rate of \$400/hour plus expenses, with a minimum daily charge of 4 hours. Preparation will be charged at a regular hourly Rate
- Employees subject to prevailing wages are noted with an asterisk (*).
- When authorized by the City, overtime shall be charged for non-exempt staff at the listed rate times 1.5.



CITY OF SANTA FE SPRINGS REQUEST FOR QUALIFICATIONS ON-CALL
PROFESSIONAL ENGINEERING SERVICES

Prescience

H-7 Sequoia Consultants, Inc.

Classification	Hourly Billing Rate
Materials Engineer	\$165
Materials Tester	\$108
Welding Inspector / Special Inspector	\$108
Source Inspector	\$122

NOTES:

1. Labor rates are all inclusive fixed rates.
2. Overtime will be billed at 1.5 times and Double Time at 2.0 times the labor rate for non-exempt employees.

H-8 Coast Surveying, Inc.

Classification	Hourly Billing Rate
Project Management	\$200
Project Surveyor	\$170
Survey Technician	\$130
Clerical and Delivery Service	\$76
2 Person Survey Party w/Equipment	\$305
3 Person Survey Party w/Equipment	\$393
GPS Receivers (minimum of three)	\$100.00/day/receiver
Monuments, prints, photocopies, research materials, and other incidental or special supplies.	AT COST

H-9 Padilla & Associates, Inc.

Classification	Hourly Billing Rate
Senior Project Manager	\$223.39
Project Manager	\$153.18
Deputy Project Manager	\$120.28
Compliance Deputy (Supervisor)	\$114.87
Compliance Deputy III	\$109.56
Compliance Deputy II	\$98.62
Compliance Deputy I	\$80.64
Compliance Analyst Assistant	\$65.00

NOTES:

1. Hourly Billing Rates include fringe benefits, overhead and general administration.
2. Hourly Billing Rates shall remain fixed for the term of the contract.

H. SCHEDULE OF HOURLY RATES

<u>Civil Engineering and Planning Services</u>	<u>Hourly Rate</u>
Division President/Division Manager.....	\$175
Director	\$163
Senior Project Manager	\$160
Project Manager	\$150
Senior Project Engineer/Senior Design Supervisor/Senior Planner	\$140
Senior Design Engineer/Senior Designer	\$125
Design Engineer/Planner	\$120
Designer	\$110
Senior CADD Technician	\$ 90
Junior Engineer.....	\$ 85
CADD Technician	\$ 80
Office Support/Clerical	\$ 70
Construction Management Director	\$ 150
Construction Manager.....	\$ 110
 <u>Field Survey and Mapping Services</u>	
Director of Survey and Mapping	\$163
Manager of Field Survey	\$130
Survey and Mapping Associate	\$100
Survey and Mapping Technician	\$ 80
3-Man GPS Crew	\$250
2-Man GPS Crew	\$215
1-Man GPS Crew	\$175
 <u>Cost Estimating and Project Scheduling</u>	
Senior Project/Construction Manager	\$145
Senior Estimator	\$145
Senior Scheduler	\$145
 <u>Architecture</u>	
Principal Architect	\$165
Senior Architectural Designer	\$145
 <u>Landscape Architecture</u>	
Principal.....	\$172
 <u>Structural Engineering</u>	
Project Manager.....	\$165
Project Engineer.....	\$155

H: SCHEDULE OF HOURLY RATES

Below is Fountainhead's Schedule of Hourly Rates that is identified by job title of all personnel assigned to the City of Santa Fe Springs On-Call Professional Engineering Services proposal:

Fountainhead Consulting Corporation Hourly Rate Schedule by Classification	
Staff Classification	Hourly Rate Range
Program Project Manager / Principal (PE)	\$215.00
Project Manager / Associate (PE)	\$190.00
Engineering Manager (PE) - Design	\$170.00
Construction Manager (PE)	\$190.00
Resident Engineer (PE)	\$180.00
Structure Representative (PE)	\$168.00
Senior Project Engineer (PE)	\$175.00
Project Engineer (PE)	\$145.00
Mid Level Staff Engineering	\$125.00
Professional Architect	\$180.00
Landscape Architect	\$170.00
Junior Engineering Assistants (Non-PE)	\$110.00
Construction Inspectors	\$130.00
Office Engineer	\$100.00
Senior Drafter	\$119.00
Junior Drafter	\$93.00
Engineering Intern	\$65.00
Administrative Assistant	\$80.00
Prints/Plots/Mylar	Direct Expense

- Notes:**
1. All staff are equipped with all tools and equipment to perform their assignments no additional charges will be made.
 2. Hourly rates reflect all costs for office overhead, including direct and indirect costs.
 3. The Fountainhead Schedule of Hourly Rates shall remain fixed for the 3 year contract term.

Fountainhead is the Right Choice for the City of Santa Fe Springs

- The City will directly benefit from the personal attention and experience of the Fountainhead team.
- Fountainhead brings to the City a highly experienced team that has managed numerous similar on-call projects with Local, State, and Federal Funding sources.
- Fountainhead has established its administrative and accounting systems to satisfy all City, County, State and Federal Requirements.
- The Fountainhead Team is committed to managing various on-call projects assigned to them by the City with maximum efficiency and professional integrity.
- The Fountainhead Team commits to making improvements safely for the traveling public, businesses, residents, and the work crew throughout the construction duration.
- High quality, cost effective and efficient management services.
- Proven expertise with public works construction projects – **A Strong Safety History.**
- Responsiveness and flexibility to augment City of Santa Fe Springs's needs.

H - SCHEDULE OF HOURLY RATES



SCHEDULE OF HOURLY RATES

Attached are BKF and its subconsultants' rate schedules. The Schedule of Hourly Rates shall remain fixed for the term of the Professional Services Agreement (three years),
Charge Rates Applicable August 1, 2015 thru July 31, 2018.

BKF ENGINEERS HOURLY RATES SCHEDULE

PERSONNEL	HOURLY RATES
Principal	\$221.00- \$243.00
Engineering	
Associate	\$193.00
Project Manager	\$182.00 - \$188.00
Engineer IV	\$169.00
Engineer I, II, III	\$118.00 - \$138.00 - \$156.00
Planning	
Planner I, II, III	\$118.00 - \$138.00 - \$156.00
Surveying	
Associate	\$193.00
Project Manager	\$182.00 - \$188.00
Surveyor I, II, III, IV	\$118.00 - \$138.00 - \$156.00 - \$169.00
Survey Party Chief	\$158.00
Survey Chainman	\$102.00
Apprentice I, II, III, IV	\$63.00 - \$83.00 - \$92.00 - \$98.00
Instrumentman	\$132.00
Design & Drafting	
Technician I, II, III	\$115.00 - \$122.00 - \$134.00
Drafter I, II, III, IV	\$90.00 - \$90.00 - \$107.00 - \$117.00
Student Engineer/Surveyor	\$63.00
Construction Administration/QSP-QSD/Inspection	
Senior Construction Administrator	\$178.00
Resident Engineer	\$132.00
Field Engineer I, II, III	\$118.00 - \$137.00 - \$156.00
Services & Expenses	
Project Assistant	\$74.00
Clerical/Administrative Assistant	\$63.00

Charges for outside services, equipment, and facilities not furnished directly by BKF Engineers will be billed at cost plus 10%. Such charges may include, but shall not be limited to printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; special fees, permits, and insurance; transportation on public carriers, meals, and lodging; and consumable materials. Mileage will be charged at the prevailing IRS rate per mile.

Monthly invoices are due within 30 days from invoice date. Interest will be charged at 0.833% per month on past due accounts.

Expert witness/litigation rates are available upon request.



SOUTHSTAR
ENGINEERING & CONSULTING, INC

**City of Santa Fe Springs
On-Call Professional Engineering Services
Schedule of Hourly Rates**

A. Engineering - KOA Corporation		Hourly Rate
Ming Guan, PE		\$150.00
Chuck Stephan PE, LEED		\$170.00
Gregory Bucknell PE		\$160.00
Crispen Cole QSP		\$100.00
B. Structural Engineering – WKE, Inc.		Hourly Rate
Vinh Trinh, PE, SE (Project Engineer III)		\$179.00
Michael Hynes (Project Manager)		\$190.00
Henry Tong (Project Engineer I)		\$100.00
Dan Weddell (Project Manager)		\$190.00
Jose Corona, PE		\$185.00
C. Engineering Staff Augmentation – Southstar		Hourly Rate
Yvette Klrin, PE		\$200.00
Phillip Hannawi, PE, QSD		\$165.00
Amr Abuelhassan, MS, PE, QSD		\$185.00
L.F. (Sandy) Caldwell, PE, QSP/QSD		\$165.00
Don Brown		\$130.00
D. Construction Management and Inspection - Southstar		Hourly Rate
Amr Abuelhassan, MS, PE, QSD		\$185.00
Phillip Hannawi, PE, QSD		\$165.00
Jose Corona, PE		\$185.00
Don Brown		\$130.00
Rick Siders		\$105.00
E. Professional Architectural Services – TR Design Group		Hourly Rate
Thomas Riggie, AIA		195.00
Richard Jaegar		150.00
Brian K. Gridley, AIA		150.00
Ira S. Carpmn, NCARB		165.00
F. Landscape Architectural Design – David Evans and Associates, Inc.		Hourly Rate
Chris Giannini, LA 4287		\$160.00
Greg Clark, LA 5320		\$155.00
Jon S. Oen, CID		\$110.00
Almabeth Anderson, LA 4985		\$130.00
Electrical Engineering (Additional Services) – Design West Engineering		Hourly Rate
Leo Maya, PE, LEED AP		\$180.00
Jonathan Blanchet		\$125.00
Roy Morales		\$125.00
Adrian Jacques		\$125.00



City of Santa Fe Springs

City Council Meeting

October 8, 2015

NEW BUSINESS

Authorize the Purchase of One 2016 Ford F-450 Stencil Paint Truck from Roadline Products Inc. and Authorize the Disposal of Unit #444

RECOMMENDATION

That the City Council: 1). Authorize the Director of Purchasing Services to purchase one 2016 Ford F-450 stencil paint truck from Roadline Products Inc. and issue a purchase order in the amount of \$94,666.50 and; 2). Authorize the disposal of Unit #444 upon receipt of the replacement stencil paint truck.

BACKGROUND

Replacement vehicles are budgeted annually for units that have reached the end of their mileage and/or service use life cycle. In the FY 2015/16 Budget, the City Council approved the purchase of one Ford F-450 stencil paint truck to be used by the Public Works Maintenance Division. This vehicle will replace Unit #444, a 1993 GMC 3500 (VIN #1GDKC34N9PJ518308) with 96,500 miles, which is recommended for disposal.


The Director of Purchasing Services requests approval to authorize the purchase of the truck utilizing or "piggy-backing" on a City of Hemet Invitation for Bid and subsequent award for this vehicle. The City of Hemet received three bids and the price is the same as the award in April 2014. The cost breakdown for the City of Santa Fe Springs purchase including all taxes, fees, and delivery is as follows:

Stencil Truck	\$86,850.00
Tax	<u>7,816.50</u>
Total	\$94,666.50 *

**The total for the City of Hemet was \$96,498 due to additional optional equipment ordered.*

FISCAL IMPACT

The City Council approved \$85,000 in the FY 2015-16 Budget for the acquisition of this vehicle. It is anticipated that the public auction proceeds from surplus vehicle sales combined with savings from budgeted purchases will present an overall savings in the vehicle acquisition budget activity and will offset the higher cost for this vehicle.

For 
Thaddeus McCormack
City Manager

Attachments:

City of Hemet Purchase Order
Piggyback Authorization Letters
City of Hemet Agenda Report
City of Hemet Invitation for Bid



CITY OF HEMET

445 East Florida Avenue

Hemet, CA 92543-4209

Purchasing Office

951-765-2348 / 951-765-2349

Page 1 / 1

DATE
4/9/2014

PO NUMBER
2014-000577

FOB Point: DESTINATION

Terms: payment due in 23 days

Req. Del. Date:

Contract #:

SHIP TO: Corporation Yard
CITY OF HEMET
3777 INDUSTRIAL AVENUE
HEMET, CA 92543

VENDOR: 92804

ROADLINE PRODUCTS INC

13253 STANBRIDGE AVE

DOWNEY, CA 90242

Req. No.:

Dept.: STREETS

Contact: GRACE, ELIZABETH

Confirming? No

Special Inst: scott@roadlineproducts.com

562 404 8889

Quantity	Unit	Description	Unit Price	Ext. Price
1.00	EACH	ROADLINE MODEL TPMT FORD F450 STENCIL TRUCK	86,850.00	86,850.00
		SPECIFICATIONS AND WARRANTY IN ACCORDANCE WITH INVITATION FOR BID DATED MARCH 18, 2014.		
		RESPONSE SUBMITTED BY: SCOTT GIVENS, ROADLINE PRODUCTS.		
1.00	EA	AIR HOSE & COMPRESSOR	2,500.00	2,500.00
		DELIVERY IS APPROX 14 WEEKS		
		VENDOR TO CONTACT ERNIE KLUCK AT 951 765 3843 OR CHARLIE HEINTZ AT 951 765 3801 FOR TECHNICAL QUESTIONS AND TO COORDINATE DELIVERY.		

BILL TO:

CITY OF HEMET
ATTN: ACCOUNTS PAYABLE
445 E. FLORIDA AVE.
HEMET, CA 92543-4209

SUBTOTAL	89,350.00
TAX	7,148.00
FREIGHT	0.00
TOTAL	96,498.00

Account Number	Amount	Account Number	Amount
E 380-4200-5400	96,498.00		

E. Grace

Purchasing Office

WHITE/VENDOR GOLDENROD/AP BLUE/PURCHASING

Administrative Approval



13253 STANBRIDGE AVENUE
DOWNEY, CALIFORNIA 90242
(562) 803-4447
FAX: (562) 803-6506

September 11, 2015

City of Santa Fe Springs
Mr. Paul Martinez
12636 Emmens Way
Santa Fe Springs, CA 90670

Subject: Roadline Stencil Truck


Good Morning Mr. Martinez,

Thank-you for your interest in the purchase of a new Roadline Stencil Truck. We are pleased to offer the City of Santa Fe Springs the opportunity to "piggy-back" off of the City of Hemet contract. We will honor all terms and conditions of this contract including price. This offer is good for 60 days at which time it may be renewed if necessary.

I believe that we have already sent over copies of the Hemet specification, the Roadline bid and the purchase order from Hemet to Roadline. We also sent over a copy of a letter from Hemet authorizing the use of their contract by other governmental agencies.

If you need anything else, please do not hesitate to contact us. We look forward to doing business again with the City of Santa Fe Springs.

Very truly yours,
Roadline Products Inc.


William A. Moon
Sales Representative

CC: Scott Givens



City of Hemet

445 E. FLORIDA AVENUE \$ HEMET, CA 92543 \$ PHONE (951) 765-2348 \$ FAX (951) 765-2385

PURCHASING DIVISION
FINANCE DEPARTMENT

July 30, 2014

To Whom it May Concern

Subject: Contract for Purchase of Roadline Stencil Paint Truck

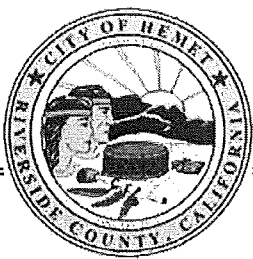
The City of Hemet is pleased to allow other government agencies the opportunity to use Invitation for Bid for a Stencil Truck and subsequent Purchase Order with Roadline Products to purchase like equipment. Our IFB for this equipment was dated March 18, 2014 and the purchase order was number 2014-000577 dated April 9, 2014.

If you have any questions or require further information, please contact me.

Sincerely,

E Grace

Elizabeth Grace, C.P.M.
Procurement Administrator



AGENDA # _____

Staff Report

TO: Honorable Mayor and Members of the Hemet City Council

FROM: Kristen Jensen, Public Works Director
Wally Hill, City Manager *Wally Hill*

DATE: April 8, 2014

RE: Award of Bid to Roadline Products Inc., USA of Downey for the Purchase of a Stencil Truck

RECOMMENDED ACTION:

It is respectfully recommended that the City Council:

1. Approve the purchase of a 2014 Ford F-450 from Roadline Products Inc., USA, of Downey in the amount of \$96,498 (ninety-six thousand four hundred and ninety eight dollars), and
2. Authorize the City Manager to execute a purchase order for the same.

BACKGROUND:

The City of Hemet Streets Division is responsible for maintaining over 350 centerline miles of roadway, as well as maintaining curb, gutter, and sidewalks. As part of our roadway maintenance program, one crew is dedicated to sign maintenance, striping and roadway markings or legends.

The stencil truck is an invaluable piece of equipment that plays a key role in City crews ability to effectively maintain the over 5,000 legends in the City of Hemet. These legends include all crosswalks/pavement markings at schools, intersections, parks, neighborhood stops, hospital road markings as well as "stop ahead" and directional arrow markings. Because these markings wear quickly at major intersections and near school zones, the legends are maintained year round to keep the markings clear and visible to motorists. The stencil truck is also used during special projects and emergency road closures as it is equipped with an arrow board to direct traffic and additional barricade inventory for delineation.

ANALYSIS:

The stencil truck vehicle previously used was a 1992 Ford F-450 with over 92,000 miles. The vehicle was taken out of service in July of 2013 as it had exceeded its useful life, would no longer pass smog, and is not cost effective to repair. The old vehicle will be surplus with the next available surplus process. Purchase of a new stencil truck vehicle will provide a reliable vehicle with updated safety features, additional material storage capacity, and improved pump design for better functionality. This vehicle will continue to provide additional ability to respond to emergency and special project requests, as well.

Staff has researched available engine models and has considered both an unleaded gas fueled model and a compressed natural gas (CNG) fueled model. Because this vehicle has a gross vehicle weight of less than 14,000 pounds, it is not subject to AQMD heavy duty on-road vehicle fleet rules, and therefore is not required to be purchased with an alternative fueled vehicle engine. However, given the potential to fuel to CNG onsite at the Corporate Yard, staff decided to explore the CNG option.

Staff spoke with multiple agencies about their experience with each fuel option on the vehicle. They also made site visits to inspect both vehicles. Although both fueling options offer the same functionality, the increased price of the CNG model was a major consideration in which vehicle was purchased. Because the nature of the stenciling work keeps this is a low mileage vehicle, the City would not recoup the cost difference to equip with CNG technology quickly. Staff is now recommending that the Council approve purchase of the unleaded fueled version of the vehicle.

COORDINATION & REVIEW:

The City Procurement Administrator conducted a formal bid for the purchase of this truck. The bid opportunity was advertised in a local newspaper and on the City web site, and bid documents were sent to a total of four dealerships. Bids were opened on April 1, 2014, and the City received a total of three responses as follows:

Roadline Products Inc.	\$ 96,498
Dispensing Technology	\$102,148
Zumar Industries	\$113,419

Recommend award to Roadline Products. There is a twelve month warranty to repair or replace any part of the equipment proven defective.

CONSISTENCY WITH ADOPTED GOALS, PLANS, AND PROGRAMS:

The Public Works Department is continually working towards employing best practices and new technology to increase productivity and cost efficiency while remaining compliant with our many local, state and federal requirements. Purchase of this vehicle will greatly improve staffs ability to enhance the safety of public roadways throughout the City. This work directly supports and positively impacts the majority of General Plan Implementation Projects related to Circulation, Public Safety, Community Services and Infrastructure, and Community Design.

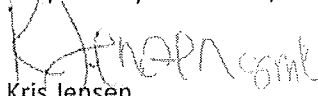
POTENTIAL ALTERNATIVE ACTIONS

Direct staff to pursue purchase of a CNG fueled version of the vehicle and authorize the Interim Finance Director to establish additional budget in the amount of \$ 34,722 in AQMD Subvention Fund No. 224-8240.


FISCAL IMPACT:

No general fund impact. Operating budgets were previously approved and are available in the Gas Tax Equipment Replacement Fund 380-4200-5400 in the amount of \$96,498.

Respectfully submitted,


Kris Jensen
Public Works Director

Fiscal Review:


Thomas Kanarr
Interim Finance Director



City of Hemet
INVITATION FOR BID
STENCIL TRUCK

DATE March 18, 2014

Contact: Elizabeth Grace
Email: egrace@cityofhemet.org
Fax Number: 951-765-2337
Phone Number: 951-765-2348

RESPONSE DUE April 1, 2014, 3:00PM

Mail or deliver to: Elizabeth Grace
Procurement Administrator
City of Hemet
445 E. Florida Ave.
Hemet, CA 92543

BID CONTENTS

Section I - Purpose of Invitation for Bid and General Terms and Conditions
Section II - Schedule of Events
Section III - Bidder Requirement
Section IV - Specifications
Section V - Cost Sheet

Purchase Order General Conditions
Local Business Preference and Certification Request

Sealed written responses must be received by the Procurement Administrator no later than the date, time and location indicated above for the receipt of bids. Late submission of responses shall not be considered. Submittal of response by fax or email is not acceptable.

SECTION I

PURPOSE OF INVITATION FOR BID (IFB) AND GENERAL TERMS AND CONDITIONS

1.0 PURPOSE OF INVITATION FOR BID

The City of Hemet is currently seeking bids for the purchase of a Stencil Truck.

1.1 PRE-BID CONFERENCE

Attendance at a pre-proposal conference is not required for the IFB.

1.2 QUESTIONS REGARDING THE IFB

Any questions, interpretations or clarifications, either administrative or technical, about this IFB must be requested in writing prior to the date indicated in Section II. All pertinent questions will be answered in writing and conveyed to all Bidders. Oral statements concerning the meaning or intent of the contents of this IFB by any person is unauthorized and invalid. **All questions either technical, commercial or contractual in nature shall be directed to:** Elizabeth Grace, Procurement Administrator, egrace@cityofhemet.org, fax number: 951-765-2385.

1.3 ERRORS AND OMISSIONS

If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the IFB or any of its attachments, he/she shall immediately notify City of Hemet of such error in writing and request modification or clarification of the document. Modifications will be made by addenda. Clarifications will be given by written notice to all parties who have been furnished or who have requested an IFB for proposing purposes, without divulging the source of the request for same.

If a Bidder fails to notify the City of Hemet prior to the date fixed for submission of bids of an error in the IFB known to him/her, or an error that reasonably should have been known to him/her, he/she shall bid at his/her own risk, and if he/she is awarded the contract, he/she shall not be entitled to additional compensation or time by reason of the error or its later correction.

1.4 ADDENDA

The City of Hemet may modify this IFB, any of its key action dates, or any of its attachments, prior to the bid submittal date. Addenda will be numbered consecutively as a suffix to the IFB. It is the Bidder's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the Bidder of the responsibility to meet all terms and conditions of the IFB and any subsequent addenda.

1.5 SUBMISSION OF BID

Bids will be accepted on or before the date and time indicated in the Schedule of Events, Section II.

1.6 ALTERNATIVE BIDS

Alternate bids that contain a material change, improve the functionality, and reduce costs, via value engineering or other changed requirements, will be considered. At no time will more than two (2) bids be considered from a Bidder.

1.7 BIDDER'S COST

Costs for developing bids are entirely the responsibility of the Bidder and shall not be chargeable to the City of Hemet.

1.8 EXCEPTIONS

If a Bidder takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the bid. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

1.9 DELIVERY OF BIDS

Bids submitted by mail should be post-marked sufficiently in advance of the bid opening to ensure delivery to the Procurement Administrator, City of Hemet, prior to the specified opening time. The City of Hemet assumes no responsibility for delay in delivery of the bid by U.S. Mail or any other service. LATE BIDS WILL NOT BE ACCEPTED.

1.10 BIDS BECOME THE PROPERTY OF CITY OF HEMET

Bids become the property of City of Hemet and information contained therein shall become public property subject to disclosure laws. City of Hemet reserves the right to make use of any information or ideas contained in the bid.

1.11 CONFIDENTIAL MATERIAL

Bidder must notify City of Hemet in advance of any proprietary or confidential material contained in the bid and provide justification for not making such material public. City of Hemet shall have sole discretion to disclose or not disclose such material subject to any protective order which Bidder may obtain.

1.12 REJECTION OF BIDS

City of Hemet may reject any or all bids and may waive any immaterial deviation in a bid. The City of Hemet's waiver of an immaterial defect shall in no way modify the IFB documents or excuse the Bidder from full compliance with the specifications if he/she is awarded the contract. Bids referring to terms and conditions other than City of Hemet's terms and conditions may be rejected as being non-responsive.

City of Hemet may make investigations as deemed necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to City of Hemet all such information and data for this purpose as requested by City of Hemet. City of Hemet reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy City of Hemet that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work specified.

1.13 CANCELLATION

This solicitation does not obligate the City of Hemet to enter into an agreement. City of Hemet retains the right to cancel this IFB at any time, should the project be canceled, City of Hemet loses the required funding, or it is deemed in the best interest of the City of Hemet. No obligation, either expressed or implied, exists on the part of the City of Hemet to make an award or to pay any cost incurred in the preparation or submission of a bid.

1.14 DELIVERY

Delivery shall be **F.O.B. Hemet, California**. Title to the equipment will not transfer until inspection and acceptance by the City of Hemet, Fleet Manager.

1.15 LOCAL BUSINESS PREFERENCE

Section 2-334 (6) of the City of Hemet Municipal Code requires that a five percent preference be given to bidders who qualify as a local business. For purposes of this section, a "local" shall be defined as an individual, partnership or corporation which regularly maintains a place of business within the corporate limits of the City of Hemet; and which is shown by the records maintained by the City's finance department as having secured all necessary business licenses and as having paid all applicable fees and taxes imposed by the City. (Ord. No. 1374; Code 1984, § 4108; Ord. No. 1594, § 2; Ord. No. 1733, § 3)

1.16 DISPUTES/PROTESTS

The City of Hemet encourages Bidders to resolve issues regarding the requirements or the procurement process through written correspondence and discussions during the period in which clarifying addenda may be issued. The City of Hemet wishes to foster cooperative relationships and to reach a fair agreement in a timely manner.

The protesting Bidder shall submit a full and complete written statement detailing the facts in support of the protest. Protest must be sent by certified or registered mail or delivered in person to the Procurement Officer, or designee. The City of Hemet will provide a decision on the matter. The decision must be in writing and sent by certified or registered mail, faxed, or delivered in person to the protesting Bidder. The decision of City of Hemet is final.

1.17 AWARD OF CONTRACT

Award, if any, will be to the Bidder whose bid best complies with all of the requirements of the IFB documents and any addenda. Purchase order shall be awarded to the bidder whose offer is determined to be the most advantageous to the City from the standpoint of suitability to purpose, quality, price, ability to deliver, or for any other reason deemed by the Procurement Administrator to be in the best interests of the City and, as such, will not be determined by price alone and may not be the lowest bid especially where quality and delivery are of utmost importance.

1.18 TERM OF CONTRACT

Vendor shall deliver equipment for inspection by Hemet Public Works department 90 days after receipt of order, or other agreed upon date.

1.19 CONTRACT DOCUMENTS

In the event of a conflict between documents the following order of precedence shall apply:

1. City of Hemet Purchase Order
2. City of Hemet Invitation for Bid
3. Vendor's Bid

SECTION II
SCHEDULE OF EVENTS

Release of Invitation for Bid	March 18, 2014
Last day to submit questions	March 24, 2014, 3:00PM
Deadline for Receipt of Bids	April 1, 2014, 3:00PM
Recommendation of Award to Council	April 8, 2014
Tentative Award of Purchase Order	April 9, 2014

*NOTE: The dates subsequent to receipt of bid may be adjusted without further notice.

SECTION III
BIDDER REQUIREMENT

3.0 BUSINESS LICENSE

Bidder must obtain a business license from the City prior to execution of the purchase order. A city business license cost \$41.

SECTION IV

STENCIL TRUCK SPECIFICATIONS

GENERAL INTENT:

It is the intent of these specifications to describe a fully self-contained truck that will spray highway marking paints for traffic control, legends and street curbs. The paint system shall be hydraulic in its operation and shall spray paint by the airless method. The truck will carry all necessary materials for traffic control stenciling including paint, stencils, and cones in a neat and organized fashion. The vehicle must meet all CAL-OSHA requirements in effect at the time of bidding. Any exceptions must be clearly spelled out.

The machine will be *current model year* and currently advertised model built by a well established manufacturer of this type of equipment. In the event of a major failure during the warranty period, the vendor will furnish or reimburse the City for the transportation of the machinery to the vendor's place of business for repairs. If equipment does not meet minimums specified, the vendor will be required to make necessary corrections at their place of business.

Reference by manufacturer names and numbers specified are used only to indicate the quality of equipment desired. Vendor may offer comparable "equal" products. If necessary, the burden of proof and cost of analysis to determine equality shall be that of the vendor. If proposing to bid an "equal", please state name of manufacturer, model, and part number, if applicable, and enclose descriptive literature.

Specifications are minimum requirements and any variances should be described in detail. Indicate any variances by providing detailed explanations. The explanations can be included on a separate sheet indicating the proposed variance and which items in the specifications listed above are being referenced.

WARRANTY:

The unit will be covered by the standard chassis manufacturer's warranty and will be covered for a minimum of 3 years. The City may perform authorized warranty repairs and receive reimbursement for travel, labor and parts. Manufacturer's standard warranty shall accompany the vehicle, together with all the information required by the manufacturer on the warranty form.

SAFETY AND AIR QUALITY:

The successful vendor must certify that they will meet all existing regulations contained in the State of California Construction Safety Orders and/or O.S.H.A. at time of acceptance for this type of equipment, all current air quality management regulations, all California and Federal Vehicle Codes, U.S. Forestry fire codes and any other applicable laws or regulations for on or off road and day and night operation.

DELIVERY:

Prior to delivery the new vehicle must be completely serviced in accordance with the standard new vehicle "made ready" and the manufacturer's recommendations.

The fuel tank is to be filled at delivery. Unit shall have an odometer reading of 500 miles or less. If successful bidder is located more than 500 miles from the City, the new unit must be transported for delivery. Delivery of the completed Stencil Truck shall be made within 90 days after receipt of purchase order unless a color other than factory standard white is required.

VENDOR:

The successful vendor will contact the City prior to delivery to arrange for a pre-delivery inspection on the Vendor's premises. All travel expenses plus all food and lodging (*if required*) will be paid by the vendor. If any additional inspections are required due to discrepancies found at the first visit, expenses will be paid by the vendor at a rate of \$1,200 for each 8-hour day per person plus all travel costs of the visit. Under no circumstances will a partial delivery of accepted specifications be made. The vendor shall also make available qualified service and operational personnel for post delivery familiarization of the unit with operating crewmembers and mechanics. The vendor shall include a revisit to the equipment approximately thirty (30) days after it is placed in service. The revisit shall include checking all operating systems for proper operations, adjustments, leaks, or any other defects at no additional cost to the City.

All EXCEPTIONS to the specifications must be listed on a separate page submitted with the bid. If no exceptions are called out it will be assumed that the unit meets the specification exactly. If upon delivery inspection exceptions are discovered, the vendor will be given a 2-week extension to the promised delivery time to correct these discrepancies. If they cannot be corrected in the prescribed time period, the unit will be rejected and the purchase order cancelled.

EXPERIENCE:

The body builder/installer shall have been in the business of manufacturing and installing stencil bodies for a period of not less than 5 years and include with the bid a list of 5 users of bidders stencil trucks in the State of California. This list shall include delivery date, purchaser's name and telephone number.

BODY:

The body is to be all steel construction and measure a minimum of 135" long by 95" wide. Frame shall consist of "box" construction. Deck to be 1/8" diamond plate sloped sufficiently to prevent standing liquids. Headboard to extend 20" above deck. Frame to incorporate 2" x 2" x 3'16" tubing crossmembers @ 16" O.C. Side skirts of 12-gauge steel. Metal skirts that are not reinforced full length will not be accepted. A toolbox under the left side (street side) will be approximately 9 cubic feet. Toolbox doors must be double wall doors with synthetic weather strip seals. Latches to be spring loaded.

striker plate type with "T" handles. Doors to be bottom hinged on piano type hinge. Service access doors to provide ease of access to hose reel and tool box compartments. The minimum door size is 30" x 18". Access doors smaller than these minimums will not be accepted. Additionally, in the top access door to the hose reel compartments there shall be a cut out for each spray gun allowing the gun to be locked in the hose reel compartment without disconnecting the gun from the paint or air hose.

PAINT STORAGE:

Seven 1" steel rings (to prevent 5 gallon paint cans from shifting) to be mounted on a removable tray with side handles. Paint storage well to be drilled for drainage. Paint storage tray to be secured with 2 "T" handle bolts for easy removal.

GUN SOLVENT BATH:

Dual recessed 3" (min) diameter paint gun solvent bath holsters to be included in the rear panel on the curb side, a single holster street side. These holsters must be removable for easy cleaning.

HYDRAULIC RESERVOIR:

The hydraulic reservoir is to have a 30-gallon capacity. It shall be an integral part of body headboard. It shall be mounted above the piston pump to prevent positive head. Reservoir shall have incorporated into it a vent, oil filler plug, oil drain plug, and oil level sight gauge. Bolt on hydraulic reservoir tanks will not be accepted.

HYDRAULIC SYSTEM:

A MINIMUM 12.0 GPM @ 1000 RPM hydraulic gear pump with electric clutch is to be provided. The pump is to be PTO driven from the chassis transmission. Engine speed to be controlled by a chassis manufacturers installed electronic throttle control. There shall be a 10-micron return line spin on oil filter. One 1000-PSI maximum adjustable pressure regulator with gauge (0-2000 PSI) and one 0-2000 PSI gauge for each pump to be furnished. Cab mounted key switch with indicator light plus rear mounted and curb side waterproof on/off safety switch is to be included. All hoses, piping, and fittings are to be SAE hydraulic rated.

BODY LIGHTS:

Combination stop/turn lights, clearance lights, and side marker lights to be furnished. All lights and reflectors to conform to Federal Motor Vehicle safety standard 108 made waterproof. Rear lights to be recessed in body. Three seal beam work lights will be mounted on the truck; one will illuminate the paint well area, the other two illuminate the tailgate work area. A toggle switch will be located in the cab to turn these lights on and off.

STENCIL RACK:

A stencil rack framed with 1" square steel tubing and using 1/4" X 1" flat bar as dividers between stencils is to be furnished. It will accommodate 18 stencils stacked on edge. 13 will be 43" high, 5 will be divided in half to a height of 21". Each space will be 1 1/4" in width. Three additional spaces open at the top with 50" high supports will be included in the rack. The area above the stencils will have a solid bottom and 6" expanded metal railing completely around it for miscellaneous storage. A 1-1/2" stencil deck roller and stop will be incorporated into the rear of the rack. The rack will sit 2-1/2" off of the deck to accommodate stop bars or other stencils. A safety chain with clasp shall be attached to the rear of the rack approximately half way up the frame. The rack shall be attached to the deck by a minimum of 4 rust proof bolts and nuts. The rack is to be powder coated black.

BUMPER:

A rear bumper shall extend across the full width of the vehicle and shall protrude a minimum of 9". The rear bumper shall be constructed of diamond plate steel and painted the color of the vehicle. A trailer hitch receptacle and electric plug shall be included.

PAINT SPRAY SYSTEM:

Two (2) SPEEFLO 989-002 Hydraulic Airless Paint Spray Systems (no other brand of pump will be accepted) to be furnished. Each system to include: Airless pump with hard chrome over steel lowers, suction hose and tube for 5 gallon paint pail, hydraulic connection hose, high pressure needle valve, 50 mesh paint filter and manifold, high pressure (3300 PSI) connection hose. All hoses, fittings, valves, and connections shall be pressure tested to 3300 PSI. Pumps to be mounted curbside on heavy duty brackets welded to the headboard.

HOSE REEL AND GUN:

Two (2) spring rewind hose reels with 50' each of 1/4" high pressure (3000 PSI) static grounded hose, hose ball stops, and 3' whip end hose to be furnished. Speeflo #801-307 Mastic Guns with 12" gun extensions and Zip Tip systems included with each system. Two (2) Fluid hose reels to be mounted on curbside. Hose roller assemblies mounted in the rear body panel. Drain holes to be provided for all cabinet spaces.

WARNING LIGHTS AND ARROWBOARD:

A single sided 36" x 72" Trifunction, 25 light Arrowboard with a cab mounted remote control is to be provided. The arrowboard must come with a 180 degree electric lift. Arrowboard to be mounted above headboard so as to be clearly visible from the front and rear. Controls are to be in the cab.

Four (4) strobe lights are to be furnished and installed. One light shall be mounted on each side of the Arrowboard and one light mounted on each side of the stencil rack. Controls for these lights are to be in the cab.

PAINT AND FINISH:

Frame is to be powder coated black. The stencil rack is to be powder coated black. The balance of truck to be painted with one prime coat and one finish coat of manufactures standard white. All parts to be painted shall be thoroughly cleaned of all weld splatter, slag, scale, and other foreign matter prior to painting. The inside of both hose reel compartments and the tool box is to be coated with Rhino lining. The unit shall be undercoated throughout.

INSURANCE:

The Body Builder/Installer will have and maintain one million dollars of liability insurance.

TRAINING:

Upon delivery, the vendor shall provide a minimum of four hours on the job training for operators and mechanics. This training to be performed by a factory trained representative who has been in the stencil truck business a minimum of 3 years.

MANUALS:

The price is to include two complete Technical Services Manual for the truck and all other equipment plus two parts book and owner's manual for unit supplied.

DELIVERY POINT:

Prices quoted shall include all delivery and unloading charges to the City Corporation Yard at 3777 Industrial Ave., Hemet Ca 92545.

DEALER SERVICE:

The equipment furnished under this contract shall be completely serviced by the vendor prior to delivery. It shall be ready for operation when delivered. Any further servicing by the vendor will not be required except in connection with repairs or adjustments covered by the manufacturer or dealer's warranty.

EQUIPMENT CONDITION:

The vehicle furnished shall be new and unused, current model with standard factory fittings, trim and accessories unless otherwise noted.

Optional Equipment (bid as separate line item)

AIR HOSE AND COMPRESSOR:

A hydraulically driven air compressor will be supplied and mounted in front of the stencil rack. The hydraulic motor will belt drive a minimum 13.6 CFM compressor. A 12-volt solenoid valve will be supplied to control compressor on/off. The air compressor will use the same hydraulic system as the paint pumps. Included in this system will be a 20-gallon

ASME approved receiver tank, which is to be mounted on top of the deck between stencil rack and headboard. Complete system to include: air regulator and gauge. The regulator and air gauge will be located in a recessed panel located at the rear of the truck. This panel will be protected with a hinged weather resistant Plexiglas cover.

CHASSIS – INTENDED TO ACCOMMODATE A STENCIL AND PAINT BODY

Gasoline or CNG, Current model year

Minimum GVWR 16,500 lbs. Unit will be weighed upon delivery with all material required for operation and 2 operators. If the unit is overloaded it will be returned to the vendor and payment stopped. City will re-evaluate proposals and possible re-bid.

Front Axle: 4,800#. Rear Axle: 12,000#. Both axles equipped with heavy duty gas shocks.

Frame – 36,000 PSI Steel.

Brakes – ABS. Must comply with all California and Federal regulations at time of delivery for on and off road use. Full power assisted 4 wheel disc brakes. Parking Brake.

Tires and Wheels shall be rated to maximum GVWR. 6 each (no spare).

WB approximately 160".

Fuel tank approximately 40 gallon.

Front Bumper full width with 2 tow hooks mounted to the frame.

ENGINE:

Minimum V-10 gasoline powered engine with 362 cubic inch displacement. The exhaust system shall be horizontal and comply with all current California and U.S. Forestry Service regulations for exhaust and sound emissions, for both on and off road use. Heavy duty cooling fan. 12-volt starter with 155-amp alternator.

TRANSMISSION:

5-speed automatic with oil cooler mounted off radiator.

ELECTRICAL:

Must comply with all California and Federal regulations. All lights (except Halogen headlights) to be LED.

Factory installed switches on panel for body builder attachments (warning lights, hydraulic power, and engine speed).

Taillights, brake lights, reverse lights and license plate lights all recessed on rear of vehicle.

CAB:

The cab shall be an extended cab (not crew) made with conventional steel. There shall be an electric horn. Windshield to be laminated glass. All windows to be tinted. Dual stainless steel mirrors with wide spacing. 16" X 7" minimum with 6" convex mirror mounted below primary mirror. The windshield wipers to be intermittent, variable speed electric.

INTERIOR CAB EQUIPMENT:

Mirror – 12" day/night

Sun Visors

High back seat with 2 head restraints, vinyl beige or gray.

Seat belts, lap and shoulder restraints for driver and passenger. Lap for center passenger.

Padded rubber floor mats.

Left and Right arm rests.

Instruments/gauges/switch/warning included but not limited to: direct read speedometer, tachometer, oil pressure, water temperature, volt/amp meter, and hour meter.

Speedometer - electric MPH/KPH with trip meter.

Back-up Alarm.

Factory installed air conditioner and heater

Factory installed AM/FM radio

Airbags driver and passenger side.

MISCELLANEOUS EQUIPMENT:

Fire extinguisher

Emergency triangle road reflector kit mounted in cab in permanent case.

2 copies each of the parts and shop manuals for: Engine, chassis, major equipment, operator's manual.

A Certified Weight Master Weight Certificate, smog certificate, certificate of origin and completed vehicle forms are to be delivered with vehicle.

All licensing to be furnished by vendor.

SECTION V

BID SHEET

DATE: 3/31/14

TO THE CITY OF HEMET, CALIFORNIA:

BIDDER (Firm Name)

ROADLINE PRODUCTS INC.

The undersigned hereby proposes and agrees to furnish any and all materials, equipment, tools, labor, and services for the equipment as specified in Section IV, and to perform all work in the manner and time prescribed therein.

The undersigned bidder certifies that this bid is made in good faith, without collusion or connection with any other person or persons bidding on the work.

Dealer to provide bid on Gas and CNG models. The City will determine which model to purchase.

Bid Submitted on: Make

FORD F450

Model

ROADLINE TPMT

STENCIL TRUCK

GAS

\$ 86,850.00 (Plus TAX)
(unit price)

(Additional sheets providing detail pricing and description shall be attached.)

CNG

\$ 119,000.00 (Plus TAX)
(unit price)

(Additional sheets providing detail pricing and description shall be attached.)

**Note: The City will purchase either Gas OR CNG vehicles. **

Option: Air Hose & Compressor

\$ 2500.00 (Plus TAX)

Tire Fee (per vehicle)


\$ -0-

Freight/Delivery (per vehicle)

\$ 8-

Addendum(a) No(s). (None) has/have been received and is/are included in this proposal.

The undersigned bidder declares that he has carefully examined the specifications and read the terms and conditions, and hereby proposes and agrees, if this bid is accepted, to furnish all material in accordance with the specifications and instructions, in the time and manner therein prescribed for the unit cost amounts set forth on this Bid Sheet. THE VENDOR IN SUBMITTING THIS BID MUST FILL IN THE FOLLOWING INFORMATION. FAILURE TO DO SO MAY VOID YOUR BID.

Company Name: <u>ROADLINE PRODUCTS LLC</u>	Address: (Street, Ste. #, City, State, Zip) <u>13253 STANBRIDGE AVE</u> <u>NOVATO, CA 94942</u>
Telephone #: <u>(562) 404-8889</u>	
Fax #: <u>(562) 404-7349</u>	
E-mail address: <u>SCOTT@ROADLINEPRODUCTS.COM</u>	Business License Number:
Authorized Representative: (print) <u>SCOTT GUNZ</u>	Signature: 
Title: <u>VICE PRESIDENT</u>	Business License Number:

City of Hemet
Purchase Order General Conditions

1. In accepting the award of a Purchase Order from the City of Hemet, the Supplier agrees to having read and acknowledged these General Conditions.
2. This purchase order shall be governed by the laws of the State of California.
3. All sales, use, excise or similar taxes to be paid by City must be itemized separately hereon and on invoices. City is exempt from payment of Federal Excise Tax and supplier shall not charge this tax to City. Charges for Shipping and Handling should be separated and reflected on the invoice.
4. City's obligation to pay the sum herein stated for any one fiscal year shall be contingent upon the City Council appropriating the necessary funds. A fiscal year commences on July 1 and ends on June 30 of the following year. If the City Council fails to appropriate the necessary funds for any fiscal year, then the Purchase Order shall terminate at no additional cost or obligation to City.
5. Time is of the essence. If at any time Supplier believes that goods, materials, equipment, supplies ("item"), labor or services will not be made as scheduled, supplier shall immediately give notice stating the cause of the delay to City.
6. Supplier warrants that the items delivered and the work or services performed shall conform to the specifications, drawings, samples or other description specified by City and shall be fit and sufficient for the purpose intended, merchantable, of good materials and workmanship, in good working order and free from defect or faulty workmanship for a period of at least ninety (90) days, after delivery. When defective items or faulty workmanship is discovered, Supplier shall provide all labor, materials, parts and equipment to correct such defect or make such replacement at no expense to the City. Defective items not meeting City's specifications shall be held for Supplier's instructions at Supplier's risk and, if Supplier so directs, will be returned at Supplier's expense.
7. City shall not be liable for, and Supplier shall defend (with attorneys approved by City), indemnify, and hold harmless City and its officers, agents, employees and volunteers (collectively "City 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 attorneys' fees and court costs ("Claims"), which arise out of or are in any way connected to the work performed by Supplier, and covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Supplier or its officers, employees, agents, contractors, licensees or servants. Supplier shall have no obligation, however, to defend or indemnify City 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 City Parties.
8. City reserves the right to terminate this Purchase Order, or any part of it, at any time even though Supplier is not in default. On receipt of notice of termination, Supplier shall, unless such notice otherwise directs, immediately discontinue all work on the Purchase Order and deliver, if and as directed, to City all completed and partially completed items and work in process. This section shall not limit or affect the right of City to terminate this Purchase Order immediately upon Supplier's breach.
9. City reserves the right to terminate this Purchase Order or any part of it and reject delivery of items if delivery is not made when and as specified. Supplier shall be charged for any losses sustained by City by reason of such delay or failure, except losses caused by a delay for reasons beyond Supplier's reasonable control. Direct losses shall include any costs to City in excess of the Purchase Order price of obtaining items or services from other sources similar to those terminated or rejected.
10. Supplier shall not substitute items without approval of the City Purchasing Agent or designee.
11. Supplier shall keep confidential and not disclose or use in any way confidential business or technical information that the City may disclose in conjunction with this Purchase Order that Supplier may learn as a result of entering City property to deliver items or services or to perform work hereunder.
12. Supplier shall not assign this Purchase Order or any part hereof or any payments due hereunder or delegate any duties without City's prior written approval.
13. This Purchase Order shall not be amended, modified or rescinded, except by written agreement signed by the parties and expressly referring to this Purchase Order.
14. Supplier shall comply with all applicable federal, state and local laws, rules, regulations and ordinances pertaining to the subject matter hereof, and shall obtain all necessary licenses and permits related to the items, work or services.
15. Supplier, its employees, and agents shall be considered independent contractors and not employees or agents of City.
16. City's purchases are based on its actual needs and requirements. City is obligated only to purchase those items and those quantities that City needs and requires, regardless of any estimated quantities provided to the Supplier.
17. Shipping - Deliveries must be prepaid. City will not accept COD shipments. Packing lists must accompany each shipment, showing purchase order number, description and part number for each item. Shipments must be identified as "PARTIAL" or "COMPLETE". Over shipments, unless specifically authorized, will not be accepted.
18. Material is subject to Purchasing Agent's inspection and approval within a reasonable time after delivery; if specifications are not met, material may be returned at Supplier's expense.
19. Invoicing - Send invoice promptly for each partial or complete shipment, showing purchase order number. Invoice each Purchase Order separately, in duplicate.
20. Payment - Supplier shall submit invoices to the City for payment of goods and services rendered. Unless otherwise specified, the City shall pay properly submitted invoices not more than 30 days after (i) the acceptance of goods or services by the City; and (ii) receipt of an undisputed invoice. Late payment penalties shall not apply to this order.

Simpson Advertising, Inc.

PO Box 2464 ■ Santa Fe Springs, CA 90670 ■ 562-949-9780

July 7, 2015

Julie Herrera
City of Santa Fe Springs
11710 E. Telegraph Road
Santa Fe Springs, CA 90670

Julie,

Thank you for the opportunity to submit a fabrication proposal for City logo vehicle decals.

Fabrication and Delivery

Cost is based on the fabrication of City of the Santa Fe Springs logo as cut letters (no background), size of 14 inches wide x 6 inches high on 3MIJ180 vehicle wrap vinyl with a 3M Over-laminate protectant (rated for 7 years in a vertical application from the effects of the sun). The vehicle wrap vinyl and 3M Over-laminate are rated for water proof marine applications.

Quantity of 100 decals.....\$ 2,075.00*

Quantity of 200 decals.....\$ 3,250.00*

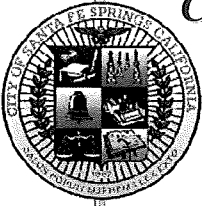
*Does not include decal installation, sales tax, or client adds and changes not defined in this proposal.

Terms

Invoice due upon presentation.

Thanks again for choosing Simpson Advertising for your advertising, marketing and large format printing needs. We look forward to working with you on this and future projects.

Kind regards,
Debbie Baker



City of Santa Fe Springs

City Council Meeting

October 8, 2015

NEW BUSINESS

Authorize the Disposal of Surplus Vehicles and Equipment by Way of Public Auction

RECOMMENDATION

That the City Council: 1). Authorize the disposal of seven (7) surplus vehicles, and two (2) arrow boards; and 2). Authorize the City Manager or his designee to proceed with the disposal of the vehicles & equipment at public auction.

BACKGROUND

There are seven City vehicles and two arrow boards that have been recently replaced and are no longer needed. Therefore, they are eligible for disposal and/or sale. At the time of replacement, the vehicles and equipment had met the City's replacement plan criteria (10 years of age and/or 100,000 miles) or were in need of repairs beyond the vehicle's current value.

Following is a detailed listing of items proposed for public auction:

Unit	Year	Dept.	Make/Model	VIN#	Mileage
502	2009	Police	Ford Crown Victoria	2FAHP71V99X126850	127,000
507*	2011	Police	Ford Crown Victoria	2FABP7BV8BX162846	80,000
523	2006	Police	Ford Crown Victoria	2FAFP71W26X152534	110,000
560	2005	Police	Ford Explorer	1FMZU63E45UB42921	127,000
629	2005	Police	Ford Crown Victoria	2FAFP74W15X115749	134,000
463	1995	Police	Ford Aerostar	1FMCA11U4SZA59628	70,000
647	1998	Police	Ford Windstar	2FMDA51U0WBB06173	100,000
613	2001	PW	National Arrow Board	1S9M312191L358824	N/A
614	2001	PW	National Arrow Board	1S9M312181L358824	N/A

*Unit 507 has a cracked engine block.

FISCAL IMPACT

Proceeds from the proposed sale will be deposited into the vehicle acquisition and replacement activity where vehicle purchases are budgeted.


For Thaddeus McCormack
City Manager



pulled

NEW BUSINESS

Amend the Contract of the Lilley Planning Group to Provide Planning Services on an As-Needed Basis to the Planning Department to Include Providing Code Enforcement Services to the Department of Police Services on an As-Needed Basis

RECOMMENDATIONS

That the City Council: 1.) Amend the contract with the Lilley Planning Group to include providing Code Enforcement services to the Department of Police Services, in an amount not to exceed \$80,000, on an as-needed basis; and 2.) Authorize the Director of Police Services to execute an Amended Agreement with the Lilley Planning Group to provide Code Enforcement Services on an as-needed basis until October 8, 2016, with an option to renew until June 25, 2017.

BACKGROUND

On February 22, 2013, Staff from the Planning Department issued a Request for Proposals (RFP) for Planning Services on an as-needed-basis. A total of six (6) proposals were received by the March 25, 2013 due date. An evaluation team reviewed each of the written proposals and selected the top three most qualified firms for two rounds of interview evaluations. After two rounds of interviews, the evaluation team overwhelmingly concluded that the Lilley Planning Group was the firm that would best fit the needs of the department.

The Lilley Planning Group has a strong reputation for outstanding customer service, seamlessly fitting into the organizations they serve and for accurate work product. They have provided planning services to the cities of Norwalk, Bellflower, Pico Rivera, Artesia, and Whittier, and have extensive experience working with smaller, focused land-use type communities similar to the City of Santa Fe Springs. The Group also has specialized expertise in grant writing, design review, housing administration, engineering services, economic development and code compliance/enforcement services.

At its meeting of June 25, 2015, the City Council extended the contract with the Lilley Planning Group for an additional two (2) years, until June 25, 2017. Prior to the dissolution of redevelopment, Code Enforcement was housed within the Planning Department. During that time, the Planning Department had at least four (4) individuals who were responsible for Code Enforcement throughout the City. As a result, Code Enforcement was proactive rather than reactive and this was reflected in the numerous cases started and closed and in the general upkeep of the City's residential, commercial and industrial areas.

With the dissolution of redevelopment, loss of staff, and reorganization within departments, Code Enforcement was transferred to the Police Services Center. Currently, one Code Enforcement Officer, not four, is responsible for all Code Enforcement activities (illegal garage conversions, overgrown vegetation, illegal business operations, illegal land uses, poor landscaping and property maintenance, unpermitted construction, outdoor storage, etc.,) within the 8.7 square miles that comprise the boundaries of the City.

As a long term strategy, it is not practical, efficient, and/or pragmatic for one person to be responsible for all Code Enforcement within the City. The Lilley Planning Group already provides planning services to the Planning Department. The Director of Planning is very satisfied with the services provided by the Lilley Planning Group, who also offer Code Enforcement as a service. It is recommended that the contract with the Lilley Planning Group be amended to include providing Code Enforcement services to the City for a period of one year, until October 8, 2016, with an option to renew until June 25, 2017. Prior to the conclusion of the first year, Staff will provide the City Council with an evaluation of how the contract Code Enforcement arrangement is working and with a recommendation as to how these services can be best carried out, on a going forward basis, be it through the continuation of the contract or through city employee(s).

FISCAL IMPACT

The fiscal impact to the City is projected to be up to \$80,000 (FY 15/16), based on utilizing one Part-time staff member from the Lilley Planning Group for one year.

INFRASTRUCTURE IMPACT

This action will not have an impact on the City' infrastructure.


FOR Thaddeus McCormack
City Manager

Attachment:

Proposal from Lilley Planning Group



July 1, 2015

Dino Torres, Director of Police Services
City of Santa Fe Springs
11710 Telegraph Road
Santa Fe Springs, CA 90670-3679

Subject: Proposal to Provide As-Needed Code Enforcement Services for
the City of Santa Fe Springs

Dear Mr. Torres:

Thank you for the opportunity to submit our proposal to the City of Santa Fe Springs. I would like to take this opportunity to introduce you to our firm, the services we provide, and our client references. We are certain you will find we offer the City of Santa Fe Springs the right combination of staff, services, cost and expertise.

As Principal of the firm, I will be the contract manager for the City of Santa Fe Springs. The Lilley Planning Group is a California S Corporation. Our corporate office is in the City of Brea and our contact information is as follows

Legal Name:	Lilley Planning Group, Inc.
Corporate Address:	564 South Brea Blvd Brea, CA 92821
Telephone Number:	714-672-9906
Fax Number:	714-672-9908
Website:	<u>www.lilleyplanning.com</u>

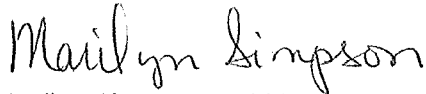
We provide Code Enforcement services for the City of Placentia, Costa Mesa, Artesia, Laguna Woods and Irwindale. Our staff works to resolve matters productively, efficiently and positively to the greatest extent possible. Our staff strives to use good communication, problem solving and facilitation to work with property owners, business operators and the community to resolve issues. We offer experts in administration of Code Enforcement services, development review, response to complaints and defensible documentation for cases that require legal action.

We look forward to the opportunity to meet with you and your team and discuss your needs and introduce you to our specific staff. Our team include strong communicators, current with all aspects of the Building Code and work well with all of the various departments necessary to team with to find resolution. We

have professionals with more than 20 years of experience and more journey level staff available to assist the City as soon as you need them. We encourage you to contact our references and talk with them about our services. Resumes of individuals can be made available once we understand the specific schedule, level of service and skill set you require.

Thank you for the opportunity to be considered to assist Santa Fe Springs in this manner. We have enjoyed being part of your planning team and we would welcome the opportunity to expand our assistance to the City with Code Enforcement services.

Sincerely,

A handwritten signature in black ink that reads "Marilyn Simpson". The script is cursive and fluid, with the first name and last name clearly distinguishable.

Marilyn Simpson, AICP
Principal



Company Profile

The Lilley Planning Group is a full service, professional planning firm providing land use, environmental and on-site planning consulting exclusively to public agencies throughout California. Our mission is to provide outstanding, quality service to the clients and the communities we serve and ensure that we add value and make a positive impression with each assignment.

Jennifer Lilley, AICP, President of the firm, has been a professional planner for over twenty years and has focused the last nineteen years of her career assisting more than 50 agencies with their planning needs. Because of our extensive experience and exclusive dedication to provide planning staff to public agencies, Lilley Planning is uniquely qualified to provide on-call services. We have assembled a team of experienced professionals to deliver high quality contract services. All of our staff has professional planning experience in the public sector, giving them a unique and thorough understanding of the processes we will be implementing and the challenges faced in city planning departments.

We have a proven track record providing professionals that have the technical competency to meet the requested services of our clients as well as the ability to fit into the organization that they are assigned. We believe you will find that we employ highly qualified and experienced professionals whose skills, qualifications and previous responsibilities are a strong match to the needs of any agency. We do this by employing the following practices:

- Our clients have the opportunity to interview our staff before they are assigned.
- Our planners have experience working for public agencies prior to working with us.

- The Lilley Planning Group knows that our reputation is our most valuable asset. To protect it we do not over commit our staff and we only commit to work that our staff has the qualifications to perform.
- Our staff maintains their professional development and we provide extensive training in project management, land use law, CEQA, writing and public presentations skills.
- We maintain regular office hours to be accessible and available when needed.
- We consistently meet departmental standards including: deadlines, quality of work products, courtesy and accessibility, accuracy of reports and information given to the public, and responsiveness by gaining a firm understanding of expectations and maintaining consistent communication with our clients.
- The Lilley Planning Group is committed to providing planning services that are cost effective while maintaining productivity standards.

Added benefit of using the Lilley Planning Group:

- Our firm only bills for the time that our staff spends doing the work of the city. We do not bill you for invoice preparation, supervision or training of our team, our administrative functions or our internal management.
- We do not charge our clients for commuting, clerical service, resolving issues or meeting to discuss assignments with our Contract Manager.
- Our invoices will provide for you a review of the case history, summary of the total amount of time and cost incurred and the remaining funds available on account to keep applicants and city staff apprised of the status of each project.
- Meet all deadlines and standards of quality for the client.
- Integrate seamlessly into department operations.
- Effectively contain consulting costs and provide billing support for the city's cost recovery system.
- Establish excellent customer relations on behalf of the city with citizens and applicants.
- We work to ensure we never have even the appearance of conflicts of interest.

Services

Planning Services: we provide on-call staff on an as-needed basis to public agencies. We employ journey level experienced assistant, associate and senior level staff available for part-time and/or full-time work. We also have seasoned professionals available to provide interim management for planning, community development or city management assignments. Our staff is experienced with both advanced and current planning assignments. We offer environmental analysis, review, documentation and management. We manage cases and conduct all levels of review from field inspections, plan analysis, production of reports and resolutions, develop recommendations and supporting findings for action by staff or city officials. We provide entitlement processing for conditional use permits, site development permits, subdivision maps, sign programs, variances and other discretionary and administrative applications. We are skilled at working with applicants to help them find solutions to meet the code or conform to design guidelines or other special policies. We approach this work by:

- Reviewing and processing all aspects of current planning applications
- Advising and assisting the public and other City departments
- Assisting with issues and problems for projects
- Assisting with establishing General Plan goals, policies and implementation programs
- Reviewing, analyzing and coordinating related planning activities
- Preparing written staff reports for consideration by the Commissions and City Council
- Managing all aspects of assigned projects including noticing and CEQA requirements

- Conducting research and special studies
- Prepare zoning code amendments, General Plan updates and other policy documents as necessary, including research and public workshops
- Attend and make presentations to the Planning Commission and/or City Council and respond to questions as requested
- Provide guidance and oversight to City Planning staff.

We also have the ability to offer free interns to assist cities at no charge and with our training and supervision.

Building Services: We offer our clients full building department, plan check and inspection services including:

- Department Counter Services: our staff offer customer-oriented assistance to the general public with filing applications and submitting necessary documents for all building department services and permits, to ensure compliance with applicable laws, codes and ordinances. We work with the public to help them with their requests, solve issues and find appropriate options where possible.
- Plan Check Services: we have capable and knowledgeable professionals that can consultation with the public and contractors as needed to assist in the design process. Plan checking is completed in a professional, efficient, and accurate manner and accordance with all state and federal regulations, as well as codes and ordinances adopted by City.
- Inspections: our field team is knowledgeable with what it takes to review the work in the field for compliance with approved plans, as well as all federal, state and local codes, ordinances or regulations. We represent the City and ensure that we are customer-friendly and compliance based. Problem solving and creative where possible and professional and approachable at all times.

- **Review of Documents:** all certifications, test reports, manufacturers' specifications, surveys and any other applicable documents will be collected, reviewed and utilized to assure the proper use of methods and materials during the construction process will be ensured through our team. We take steps to properly record our findings and maintain records for future information.
- **Record Keeping:** plan and permit files will be maintained in an organized and accessible manner. All original plans and permit records will be kept in City offices at all time and logs and communication is maintained to ensure that other staff has the ability to find necessary documents in our absence.
- **Interlacing with Other Agencies:** our team has strong relationships in the industry and offer our clients productive interface with other agencies to obtain approvals prior to issuance of permits when it is determined that the scope of work proposed falls in part within the jurisdiction of other agencies.
- **Public Relations/City Representations:** we take great pride in representing our clients. All interaction with the public and any other public agency will be provided with professionalism and in a manner that best represents your agency. Our staff ensure that all technical interpretations are made in a professional and courteous manner, whether in the office, field, or at public hearings.

Code Compliance/Enforcement Services: our professional staff has worked in municipal government throughout the State of California for many years. We have the ability to come into your organization and make interpretations, findings and assessments for code compliance cases. Some of our clients are very proactive when it comes to enforcement and some prefer to take a more reactive approach. Our team is familiar with the steps, process and approach in either case. They will work to ensure the issues are addressed in a professional manner, with respectful and productive tools to achieve the best results. Any written communications will

take the tone and style of your organization to reflect the intention of the organization. We use clear language that is information and helpful while including code references to provide context and clarification where appropriate. Our team has provided field inspections, meetings and site visits for many years on complex and simple code issues and we work to resolve the matter in a timely and productive manner. Finally, we ensure that proper and accurate records are kept consistently and comprehensively throughout all cases. This ensures that there are appropriate means to follow the process, understand all the steps that have been taken and provide the necessary follow up along the way. We are comfortable working with other city departments including: planning, building, engineering, fire, police, finance, city attorney or the City manager's office when necessary to bring all the right people into the matter to ensure a complete resolution is found.

Environmental Review: we prepare initial studies, negative declarations, environmental impact reports and mitigation monitoring programs. We provide peer review of other agency documents and prepare responses to comments and conduct scoping meetings with the public and stakeholder groups.

Project Management: we proactively manage our caseload to ensure that all deadlines are kept and projects stay on schedule. We coordinate with various city departments for comments and build relationships with department representatives to ensure good communication and coordination is maintained throughout the life of each project. We ensure that all files and plans are kept in your offices. We create a tracking log so that anyone in the city can identify where a case is in the process and what deadlines and next steps are necessary. We also ensure that we keep an accurate log of communications with the applicants so that we have backup if there is a question on information provided.

Customer Service: our staff sees this as their top priority. We take responsibility for each visitor to City Hall and take pleasure in ensuring that they have the information they need. Our team compiles a procedure handbook for each city we serve so that we have the ability to know special policies, processes and responses to inquiries at a glance. These handbooks are provided for each of our clients so they have them as a resource for new staff in the future as well.

Specialized Expertise: we offer a highly capable team of professionals that are specialists in grant writing, design review, housing and CDBG program administration, building plan review, engineering services, redevelopment staffing, meeting transcription, administrative support, historic preservation and architectural review.

Professional Development Training: We believe that professional development is a high priority and are always looking for opportunities to contribute to the professional growth and development of others. Our firm has taken best practices that are in use throughout the industry and have developed a series of training programs that are geared to the public sector. As an added value to the clients that we serve we offer one free training for staff and/or planning commissioners annually at no charge. We provide the handouts, curriculum, presentation materials and even participation prizes at no additional cost to our clients. We believe this is a service that we can provide to add value to the organizations that we have the privilege of serving.

We use fresh, interactive, engaging methods of training and offer hands on experience with the topics covered. Our trainings are relevant and interesting so that participants walk away prepared and with the skills they need to be successful. Some of the topics that we have developed include:

- Customer Service

- Improving Public Speaking/Presentation Skills
- Fine Tuning and Improving Report Writing
- Conflict Management and Dispute Resolution
- New Commissioner/Councilmember Training
- Ethics
- Effective Negotiating Techniques and Tools
- Goal Setting
- Creating an Effective Public Outreach
- Becoming an Outstanding Project/Case Manager
- Dealing with Difficult People

Facilitation/Public Outreach: we have provided facilitation and public outreach to many different groups throughout California and share with our clients the tools and techniques that are most effective. We enjoy working with people and we see the public as a useful resource and not a barrier to the public process. As a facilitator, we are neutral and our role is to lead the discussion, to listen to input and learn from the experts, the citizens. Our goal as the facilitator is to spend more time listening and less time talking. The Lilley Planning Group has trained and experienced professional facilitators on our team that are available to help your community with public outreach efforts of any kind. We have provided this service for small groups dealing with neighborhood issues to large visioning efforts with more than 500 participants.

We have provided recent facilitation and training services to the County of Sonoma, City of Citrus Heights, City of Fullerton, City of Ventura, City of Anaheim, County of Ventura – Harbor Commission, Pasadena Heritage, Pasadena Playhouse District Association, County of Los

Angeles Bike Coalition, City of Glendale, and City of San Gabriel. The following is an overview of the services we offer as part of our public outreach efforts:

- Planning and preparing for community meetings;
- Developing materials, agenda, scripts, guidelines for participants and staff, presentation tools and time blocking of the event;
- Holding and leading team meetings to ensure that all steps have been considered and the event is well thought through and the program is thoroughly developed;
- Training other facilitators and conducting walk through and Q&A's on the agenda and the recording steps if necessary;
- Room set-up and preparation to ensure that all accommodations have been considered, that the room is conducive to the audience that is expected and that the audio and visual needs have been addressed;
- Guiding participants through interactive agendas and meeting materials;
- Leading keypad polling and respond to technical issues and other changes in real time;
- Providing problem solving and feedback to all team members including technical support, facilitators and recorders throughout the event;
- Soliciting feedback from table participants and clarifying with them to ensure we have captured their feedback;
- Conducting follow up evaluation meetings to review progress and make adjustments prior to next steps;
- Preparing follow up materials and conducting debrief following the event; and
- Preparing summary reports and recommendations.

REFERENCES

The following is a representative list of agencies that we have provided services for over the last year. We have maintained a solid reputation for providing outstanding service with all the clients we have served. We are proud of the relationships that we have built.

Service Information	Reference Information
Service: On-Call Staffing, Policy Document Preparation, Project Management, Zoning Code/General Plan Preparation, Facilitation Services – Facilitation, Recommendations	City of Villa Park Mr. Jarad Hildenbrand City Manager 714.998.1500 17855 Santiago Boulevard Villa Park, CA 92861 jhildenbrand@villapark.org
Services: On-Call Services	City of Placentia Mr. Ken Domer Assistant City Manager 714.993.8141 401 E. Chapman Placentia, CA 92870 kdomer@placentia.org
Service: On-Call Building and Permit Services	City of Oceanside Mr. Richard Greenbauer Senior Planner 760-435-3519 300 North Coast Highway Oceanside, CA rgreenbauer@ci.oceanside.ca.us
Service: On-Call Services, Policy Document Preparation, Project Management, Zoning Code/General Plan Consistency Study, Facilitation Services – Strategic Planning, Recommendations	City of San Gabriel Mr. Steven Preston, FAICP City Manager 626.308.2806 425 Mission Avenue San Gabriel, CA 91776 Spreston@sgch.org
Service: On-Call Planning Services – Customer Service, Discretionary Case Management and Other Related Services.	City of Brea Mr. David Crabtree, AICP Deputy Development Services Director/ City Planner 714.990.7674 One Civic Center Circle Brea, CA 92821 dcrabtree@ci.brea.ca.us

Service Information	Reference Information
Service: On-Call Building and Permit Services	City of West Hollywood Mr. Steve Bailey Building and Safety Manager 323.848.6400 8300 Santa Monica Boulevard West Hollywood, CA 90069 sbailey@weho.org
Service: On-Call Planning Services – Customer Service, Discretionary Case Management.	City of Mission Viejo Ms. Elaine Lister Planning Manager 949-470-3024 200 Civic Center Mission Viejo, CA 92691 elister@cityofmissionviejo.org
Service: On-Call Planning Services – Discretionary Case Management, Environmental Documentation, Project Management, Special Projects.	City of West Hollywood Mr. John Keho Planning Manager 323.848.6393 8300 Santa Monica Boulevard West Hollywood, CA 90069 jkeho@weho.org
Service: On-call environmental services and Sign Study and Recommendations.	City of Santa Ana Ms. Karen Haluza, AICP Planning Manager 714.835.3200 20 Civic Center Plaza (M-20) P.O. Box 1988 Santa Ana, California 92702 KHaluza@santa-ana.org
Services: On-Call Services.	City of Lake Forest – Dev. Services Department Ms. Gayle Ackerman Director 949.461.3500 25550 Commercentre Drive Suite 100 Lake Forest, CA 92630 gackerman@lakeforestca.gov
Service: On-Call Services – Facilitation Services, Discretionary Case Management, Special Projects, Environmental Preparation Services and Related Services	County of Ventura Ms. Kim Rodriguez, AICP Planning Manager 805.382.3001 800 South Victoria Avenue, L-1740 Ventura, CA 93009-1740 kimprillhart@ventura.org

SCHEDULE OF FEES

The Lilley Planning Group will perform consulting services at the following hourly rates:

- Code Enforcement I (1-2 years of experience) \$40.00
- Code Enforcement II (3-5 years of experience) \$50.00
- Senior Code Enforcement (6-9 years of experience) \$60.00
- Senior Code Enforcement II (10-15 years of experience) \$70.00
- Code Enforcement Manager (16+ years of experience) \$75.00

We do not mark up any reimbursable expenses or have any additional expenses related to travel, mileage or administrative services that we pass on to our clients.



City of Santa Fe Springs

City Council Meeting

October 8, 2015

PRESENTATION

Recognizing Jason Isaiah Garcia for Achieving the Rank of Eagle Scout

RECOMMENDATION:

That the City Council recognize Jason Isaiah Garcia for achieving the rank of Eagle Scout.

BACKGROUND

In August of 2011, at the age of 11, Jason Isaiah Garcia joined the Boy Scouts. He was inducted into the Order of the Arrow and the Tribe of Tahquitz. His Eagle Project was working for the Sheepfold ministry which is a shelter for battered and abused women and children. The scope of the project was to work with the ministry to provide care packages for those who come to the shelter. Jason worked with the coordinator of the ministry to oversee the fundraising and assembly of the packages. They were delivered to the shelter and the project was completed.

On Wednesday, April 22, 2015, Jason was awarded his Eagle Scout rank at the age of 15. He continues to be active in the troop. Currently, he plans and coordinates outings for the Troop. His goal is to join the Air Force when he graduates from High School.

The Mayor may wish to call upon City Manager, Thaddeus McCormack, to assist with this presentation.

A handwritten signature in black ink, appearing to read "Thaddeus McCormack".

FOR

Thaddeus McCormack
City Manager

Attachment
Certificate



City of Santa Fe Springs

City Council Meeting

October 8, 2015

PRESENTATION

To Andy and Dorothy Hernandez of A&D Transportation

RECOMMENDATION

That the City Council recognize Andy and Dorothy Hernandez, owners of A&D Transportation, for their commitment to the City of Santa Fe Springs.

BACKGROUND

The City of Santa Fe Springs would like to formally recognize Andy Hernandez and his wife, Dorothy, for their commitment to the community. Andy and Dorothy Hernandez have been business residents and active community members in the City for over 12 years. Their company, A&D Transportation, provides transportation services for City of Santa Fe Springs' programs that include the City's Summer Camps and the After School Sports programs.

Recently, the City was looking to provide seniors a way to attend funeral services for longtime resident Antonia Vallejo. When the City approached Andy and Dorothy to provide transportation for this event, they generously volunteered to provide the transportation free of charge. It is their kindness and generosity that set Andy and Dorothy apart and demonstrates their love and commitment to the Santa Fe Springs residents.

The Mayor may wish to call upon the Director of Public Works to assist with the presentation.

For 
Thaddeus McCormack
City Manager

Attachment

None



City of Santa Fe Springs

City Council Meeting

October 8, 2015

PRESENTATION

Introduction of New Department of Community Services Employee, Ryan Pena, Librarian I

RECOMMENDATION

The Mayor may wish to call upon Community Services Director Maricela Balderas to introduce Ryan Pena.

Ryan Pena, Librarian I, recently began employment with the City. He is at tonight's Council meeting to be introduced to the City Council and community.

Fm 
Thaddeus McCormack
City Manager



City of Santa Fe Springs

City Council Meeting

October 8, 2015

APPOINTMENTS TO COMMITTEES AND COMMISSIONS

Committee	Vacancies	Councilmember
Beautification	3	Sarno
Beautification	2	Trujillo
Community Program	1	Moore
Community Program	3	Rios
Community Program	1	Rounds
Community Program	3	Sarno
Community Program	4	Trujillo
Historical	3	Rios
Historical	2	Rounds
Historical	2	Sarno
Historical	3	Trujillo
Senior Citizens	1	Moore
Senior Citizens	3	Rios
Senior Citizens	1	Rounds
Senior Citizens	1	Sarno
Senior Citizens	4	Trujillo
Sister City	2	Moore
Sister City	3	Sarno
Sister City	1	Trujillo
Youth Leadership	2	Rios
Youth Leadership	1	Rounds
Youth Leadership	2	Sarno
Youth Leadership	1	Trujillo

Applications Received: None

Recent Actions:

The Mayor appointed Councilmember Sarno and Mayor Pro Tem Moore to an ad hoc Zoning Subcommittee.


FM Thaddeus McCormack
City Manager

Attachments:

Committee Lists

Prospective Members

Prospective Members for Various Committees/Commissions

Beautification

Community Program

Family & Human Services

Heritage Arts

Historical

Linda Vallejo

Personnel Advisory Board

Parks & Recreation

Linda Vallejo

Planning Commission

Senior Citizens Advisory

Sister City

Jeannette Wolfe

Traffic Commission

Youth Leadership

BEAUTIFICATION COMMITTEE

Meets the fourth Wednesday of each month, except July, Aug, Dec.

9:30 a.m., Town Center Hall

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Juliet Ray	(16)
	Paula Minnehan	(16)
	Annie Petris	(17)
	Guadalupe Placensia	(17)
	Gloria Campos	(17)
Rios	Mary Reed	(16)
	Charlotte Zevallos	(16)
	Doris Yarwood	(16)
	Vada Conrad	(17)
	Joseph Saiza	(17)
Rounds	Sadie Calderon	(16)
	Rita Argott	(16)
	Mary Arias	(17)
	Marlene Vernava	(17)
	Debra Cabrera	(17)
Sarno	Vacant	(16)
	Irene Pasillas	(16)
	Vacant	(16)
	May Sharp	(17)
	Vacant	(17)
Trujillo	Mary Jo Haller	(16)
	Vacant	(16)
	Margaret Bustos*	(16)
	Vacant	(17)
	A.J. Hayes*	(17)

**Indicates person currently serves on three committees*

COMMUNITY PROGRAM COMMITTEE

Meets the third Wednesday in Jan., May, and Sept., at 7:00 p.m., Town Center Hall, Meeting Room #1

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	George Felix, Jr.	(16)
	Vacant	(16)
	Mary Jo Haller	(17)
	Gabriela Garcia	(17)
	Bryan Collins	(17)
Rios	Vacant	(16)
	Mary Anderson	(17)
	Dolores H. Romero*	(17)
	Vacant	(16)
	Vacant	(17)
Rounds	Mark Scoggins*	(16)
	Marlene Vernava	(16)
	Vacant	(16)
	Anthony Ambris	(17)
	Johana Coca*	(17)
Sarno	Jeanne Teran	(16)
	Miguel Estevez	(16)
	Vacant	(16)
	Vacant	(17)
	Vacant	(17)
Trujillo	Lydia Gonzales	(16)
	Vacant	(16)
	Vacant	(16)
	Vacant	(17)
	Vacant	(17)

**Indicates person currently serves on three committees*

FAMILY & HUMAN SERVICES ADVISORY COMMITTEE

Meets the third Wednesday of the month, except Jul., Aug., Sept., and Dec., at 5:45 p.m., Gus Velasco Neighborhood Center

Qualifications: 18 Years of age, reside or active in the City

Membership: 15 Residents Appointed by City Council

5 Social Service Agency Representatives Appointed by the Committee

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Arcelia Miranda	(16)
	Martha Villanueva	(17)
	Margaret Bustos*	(17)
Rios	Lydia Gonzales	(16)
	Manny Zevallos	(17)
	Gilbert Aguirre	(17)
Rounds	Annette Rodriguez	(16)
	Janie Aguirre	(17)
	Ted Radoumis	(17)
Sarno	Debbie Belmontes	(16)
	Linda Vallejo	(16)
	Hilda Zamora	(17)
Trujillo	Dolores H. Romero*	(16)
	Gloria Duran*	(16)
	Bonnie Fox	(17)

Organizational Representatives: Nancy Stowe
(Up to 5) Evelyn Castro-Guillen
Elvia Torres
(SPIRITT Family Services)

**Indicates person currently serves on three committees*

HERITAGE ARTS ADVISORY COMMITTEE

Meets the Last Tuesday of the month, except Dec., at 9:00 a.m., at the Gus Velasco
Neighborhood Center Room 1

Qualifications: 18 Years of age, reside or active in the City

Membership: 9 Voting Members
6 Non-Voting Members

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Pauline Moore	6/30/2016
Rios	Paula Minnehan	6/30/2016
Rounds	A.J. Hayes*	6/30/2016
Sarno	Francis Carbajal	6/30/2016
Trujillo	Amparo Oblea	6/30/2016

Committee Representatives

Beautification Committee	Marlene Vernava*	6/30/2017
Historical Committee	Sally Gaitan	6/30/2017
Planning Commission	Vacant	6/30/2017
Chamber of Commerce	Debbie Baker	6/30/2017

Council/Staff Representatives

Council Liaison	Laurie Rios
Council Alternate	Richard Moore
City Manager	Thaddeus McCormack
Director of Community Services	Maricela Balderas
Director of Planning	Wayne Morrell

**Indicates person currently serves on three committees*

HISTORICAL COMMITTEE

Meets Quarterly - The 2nd Tuesday of Jan., April, July, and Oct., at 5:30 p.m.,
Heritage Park Train Depot

Qualifications: 18 Years of age, reside or active in the City

Membership: 20

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Astrid Shesterkin	(16)
	Tony Reyes	(16)
	Amparo Oblea	(17)
	George Felix, Jr.	(17)
Rios	Vacant	(16)
	Vacant	(16)
	Vacant	(17)
	Larry Oblea	(17)
Rounds	Vacant	(16)
	Vacant	(16)
	Mark Scoggins*	(17)
	Janice Smith	(17)
Sarno	Ed Duran	(16)
	Vacant	(16)
	Vacant	(17)
	Sally Gaitan	(17)
Trujillo	Vacant	(16)
	Vacant	(16)
	Merrie Hathaway	(17)
	Vacant	(17)

**Indicates person currently serves on three committees*

PARKS & RECREATION ADVISORY COMMITTEE

Meets the First Wednesday of the month, except Jul., Aug., and Dec., 7:00 p.m., Town Center Hall, Meeting Room #1

Subcommittee Meets at 6:00 p.m.

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Mary Tavera	(16)
	John Salgado	(16)
	William Logan	(17)
	Ralph Aranda	(17)
	Kurt Hamra	(17)
Rios	Francis Carbajal	(16)
	Bernie Landin	(16)
	Michele Carbajal	(16)
	Sally Gaitan	(17)
	Debra Cabrera	(17)
Rounds	Kenneth Arnold	(16)
	Richard Legarreta, Sr.	(16)
	Johana Coca*	(16)
	Tim Arnold	(17)
	Mark Scoggins*	(17)
Sarno	Joey Hernandez	(16)
	Debbie Belmontes	(16)
	Lisa Garcia	(17)
	Ed Madrid	(16)
	David Diaz-Infante	(17)
Trujillo	Miguel Estevez	(16)
	Andrea Lopez	(16)
	A.J. Hayes*	(17)
	Anthony Ambris	(17)
	Arcelia Miranda	(17)

**Indicates person currently serves on three committees*

PERSONNEL ADVISORY BOARD

Meets Quarterly on an As-Needed Basis

Membership: 5 (2 Appointed by City Council, 1 by
Personnel Board, 1 by Firemen's Association,
1 by Employees' Association)

Terms: Four Years

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Council	Angel Munoz	6/30/2017
	Ron Biggs	6/30/2017
Personnel Advisory Board	Vacant	6/30/2017
Firemen's Association	Jim De Silva	6/30/2017
Employees' Association	Anita Ayala	6/30/2017

PLANNING COMMISSION

Meets the second Monday of every Month at 4:30 p.m.,
Council Chambers

Qualifications: 18 Years of age, reside or active in the City

Membership: 5

APPOINTED BY

NAME

Moore

Ken Arnold

Rios

Michael Madrigal

Rounds

Susan Johnston

Sarno

Joe Angel Zamora

Trujillo

Frank Ybarra

SENIOR CITIZENS ADVISORY COMMITTEE

Meets the Second Tuesday of the month, except Jul., Aug., Sep., and Dec., at 9:30 a.m.,
Gus Velasco Neighborhood Center

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Yoshi Komaki	(16)
	Yoko Nakamura	(16)
	Paul Nakamura	(16)
	Astrid Shesterkin	(17)
	Vacant	(17)
Rios	Rebecca Lira	(16)
	Vacant	(16)
	Vacant	(16)
	Amelia Acosta	(17)
	Vacant	(17)
Rounds	Vacant	(16)
	Bonnie Fox	(16)
	Gilbert Aguirre	(17)
	Lorena Huitron	(17)
	Janie Aguirre	(17)
Sarno	Gloria Duran*	(16)
	Vacant	(16)
	Hilda Zamora	(17)
	Linda Vallejo	(17)
	Ed Duran	(17)
Trujillo	Vacant	(16)
	Vacant	(16)
	Vacant	(17)
	Margaret Bustos*	(17)
	Vacant	(17)

**Indicates person currently serves on three committees*

SISTER CITY COMMITTEE

Meets the First Monday of every month, except Dec., at 6:45 p.m., Town Center Hall, Mtg. Room #1. If the regular meeting date falls on a holiday, the meeting is held on the second Monday of the month.

Qualifications: 18 Years of age, reside or active in the City

Membership: 25

APPOINTED BY	NAME	TERM EXPIRES JUNE 30 OF
Moore	Martha Villanueva	(16)
	Vacant	(16)
	Mary K. Reed	(17)
	Peggy Radoumis	(17)
	Vacant	(17)
Rios	Charlotte Zevallos	(16)
	Francis Carbajal	(16)
	Michele Carbajal	(17)
	Doris Yarwood	(17)
	Lucy Gomez	(17)
Rounds	Manny Zevallos	(16)
	Susan Johnston	(16)
	Robert Wolfe	(16)
	Ted Radoumis	(17)
	Dominique Velasco	(17)
Sarno	Vacant	(16)
	Vacant	(16)
	Vacant	(16)
	Ed Madrid	(17)
	Cathy Guerrero	(17)
Trujillo	Vacant	(16)
	Andrea Lopez	(16)
	Dolores H. Romero*	(17)
	Marcella Obregon	(17)
	Miguel Esteves	(17)

**Indicates person currently serves on three committees*

TRAFFIC COMMISSION

Meets the Third Thursday of every month, at 6:00 p.m., Council Chambers

Membership: 5

Qualifications: 18 Years of age, reside or active in the City

APPOINTED BY

NAME

Moore

Albert J. Hayes

Rios

Pauline Moore

Rounds

Ted Radoumis

Sarno

Alma Martinez

Trujillo

Greg Berg

YOUTH LEADERSHIP COMMITTEE

Meets the First Monday of every month, at 6:30 p.m., Gus Velasco Neighborhood Center

Qualifications: Ages 13-18, reside in Santa Fe Springs

Membership: 20

APPOINTED BY	NAME	Term Expires in Year Listed or upon Graduation
Moore	Richard Aguilar	(17)
	Evony Reyes	(16)
	Zachary Varela	(17)
	Lexi Cid	(17)
Rios	Metztli Mercado-Garcia	(17)
	Danniela Chavez	(17)
	Vacant	()
	Vacant	()
Rounds	Gabriel Perez	(16)
	Jennisa Casillas	(17)
	Laurence Ordaz	(16)
	Vacant	()
Sarno	Anissa Rodriguez	(16)
	Vacant	()
	Vacant	()
	Alyssa Madrid	(16)
Trujillo	Paul Legarreta	(17)
	Victoria Nunez	(16)
	Richard Uribe	(16)
	Vacant	()