

**City Council**

Mayor Una Glass  
Vice Mayor Sarah Glade Gurney  
Diana Gardner Rich  
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**City of Sebastopol**

REQUEST FOR PROPOSALS

RELAUNCH SEBASTOPOL

Community / Economic Vitality

City of Sebastopol  
Office of the City Manager  
7120 Bodega Avenue  
Sebastopol, CA 95472  
Email: [info@cityofsebastopol.org](mailto:info@cityofsebastopol.org)

Responses Due By: December 4, 2021  
5:00 pm

Proposals Should be Mailed to:  
City of Sebastopol  
City Hall  
7120 Bodega Avenue  
Sebastopol, CA 95472

Proposals may also be Emailed to:  
[info@cityofsebastopol.org](mailto:info@cityofsebastopol.org)

## INTRODUCTION

As leaders and representatives entrusted with strengthening the City of Sebastopol's future, the City Council is seeking Proposals for Community Vitality/Economic Vitality for Relaunch Sebastopol.

## PURPOSE:

To carry out the duties to enhance community and economic vitality for Sebastopol and coordinate a variety of organizations and interests towards a common goal of increased community vitality. The City wants to enhance Sebastopol as the welcoming and safe destination with a rich history, abundance of culture and attractions, and a beautiful City to see by foot or bike.

## NOTICE

Notice is hereby given that the City of Sebastopol will receive Proposals until 5:00 PM, December 4, 2021 to provide services for Community Vitality/Economic Vitality.

No Proposals will be received or considered after that time.

The resulting contract from this Request for Proposal will have a term of one year or longer depending upon proposed costs of services.

## SCOPE OF WORK

The budget for this work is \$86,000. As part of your proposal, please provide a clear outline of how you would segment this budget to complete the tasks below:

### Consult on the scope and scale of efforts to maximize benefits to the City of Sebastopol

#### Best methods or channels for messaging to the businesses, citizens and local County

##### Fostering Businesses Development:

- Make Sebastopol more attractive to prospective businesses.
- Make it easier for businesses to open or expand in downtown Sebastopol
- Increase retention of current downtown Sebastopol businesses.
- Explore the potential expansion of the business improvement district/Investing ways to unify business districts and foster business developments/solutions businesses would support

##### Attracting Customers:

- Make downtown Sebastopol more attractive for consumers to visit.
- Ensure consumers who visit downtown Sebastopol return.
- Promoting the City of Sebastopol has a great place to live, work, and visit
- Target our local base

##### Incentivizing Investment:

- Encourage existing property owners to reinvest in their buildings
- Marketing our opportunity sites (Put together package for potential business and developers)

##### Collaboration:

- Collaboration with Chamber of Commerce, Sebastopol Downtown Association and Business Councils to Cross promote local visitor-serving organizations and events to increase tourism and boost the success of a variety of local businesses.
- Collaboration with Local Non Profits and Service Organizations to provide community engagement
- Main Street Vitality - Put local businesses in contact with each other for products to support buying locally
- Create a "City day" picnic or similar event for the community to bring businesses and community together or utilizing empty businesses to create "pop up" events

- Work with the local schools for community hour projects to beautify the City (Park/Street clean up, murals on benches/garbage cans, painting of City light poles, etc.)
- Establish partnerships that leverage public and private funds to support community vitality.
- Work with the City’s Community Outreach Coordinator to promote engagement in the community.
- Work with City staff and municipal consultant on revenue enhancement measures
- Create relationship with County for County grants or County funding for community vitality

Community Vitality:

- Expertise in applying for grants/In coordination with others, prepare grant applications for possible funding for desired programs.
- Acknowledging housing is the root of community vitality, work with the Planning Department on the implementation of housing goals as outlined in the General Plan.

Calendar:

- Provide On Line options for community events and information for visitors/Manage Community Calendar/Experience Sebastopol

City Committees:

- Liaison for ad attend meetings on various committees such as: Community Based Councils, Non Profit Councils, Service Organizations, and For Profit Councils

City Reports:

- Provide bi-monthly report out to City Council at each Council Meeting.

Additional Information:

City Staff Time: Sebastopol is a lean City in terms of staffing. We do not have staff dedicated to Community or Economic Vitality, but rather include these responsibilities with staff who have significant other roles. The proposal’s approach and recommendations should reflect this.

Budget: The City has a fixed budget for this work of \$86,000. Term of contract would be for one year.

REQUEST FOR PROPOSAL SCHEDULE

Request for Proposals Issued:	October 20th, 2021	
Deadline to Submit Clarifying Questions:	November 3 <sup>rd</sup> , 2021	
Request for Proposals Due:	December 4, 2021	5:00 pm
Tentative Date for Proposal Presentations:	December 13, 2021	
Tentative Council Presentation Notice of Intent:	January 4, 2022	
Notice of Intent to Award Contract:	January 18, 2022	
Anticipated Contract Start Date:	February 1, 2022	

SELECTION PROCESS

The City of Sebastopol reserves the right to accept or reject all proposals submitted, waive minor irregularities, request additional information or revisions to offers, and negotiate with any or all Respondents.

In the award of the contract, the City of Sebastopol will consider the element of time, will accept the Proposal or Proposals, which in their estimation, will best serve the interests of Sebastopol and will reserve the right to award the contract to the contractor whose Proposal shall be best for the public good.

From a review of the Proposals received, City of Sebastopol intends to evaluate the proposals and possibly invite one or more proposers to be interviewed before making a recommendation to the full City Council. Proposer

may be requested to provide a presentation to the City Council upon request. The City does reserve the right to make a selection based solely on the proposal.

LOCAL VENDOR PREFERENCE:

Whenever possible, the City wishes to support, promote the use of local businesses, suppliers and services providers to help create a sustainable economy, preserve local businesses, and make a commitment to circulate tax dollars within city limits.

SUBMITTALS:

Responses must observe submission instructions and be advised as follows:

Complete Proposals may be mailed to the below address or emailed directly to [info@cityofsebastopol.org](mailto:info@cityofsebastopol.org).

The subject line of the email must clearly identify the RFP title.

The City will provide confirmation that the Proposal has been received. If the Proposal is mailed, City will date stamp the envelope and notify the proposer that the proposal has been received.

The Proposal (hardcopy or email) must be received by 5:00 PM, on December 4, 2021.

Mailing address including UPS and FEDEX:

City of Sebastopol  
City Hall  
ATTN: City Manager  
7120 Bodega Avenue  
Sebastopol, CA 95472

Hand delivery is not available at this time due to City Hall office closures.

Proposal Evaluation

The City will conduct an initial review of the proposals for general responsiveness and inclusion of the items requested below. Responsive proposals may be evaluated by a panel selected by the City.

Selection will be based upon the proposals submitted, any other information, such as reference checks, available to the City and the evaluation criteria listed below.

Factors that may be considered in the review process include, but may not be limited to, the following:

- A) Meeting all of the requirements of this RFP; failure to meet the requirements of this RFP may be deemed unresponsive and the proposal may not be further evaluated;
- B) Background and experience of the project team member(s) assigned to this project;
- C) Quality of the proposed approach to the project;
- D) Quality of work plan, including reasonable time frames for completing the work;
- E) Proposed cost. Proposals may include options, with the costs for each option identified separately;
- F) Agreement to use City's standard contract, and agreement to submit required insurance as attached

City staff may request additional clarifying information from any or all proposers. Depending on the number and quality of responses, and after initial screening and evaluation of proposals submitted in response to this RFP, the City may select a short-list for additional evaluation and potential interview.

Proposal Form

Interested firms must submit one (1) original unbound, single sided document signed hard copy or electronic proposal by 5:00 pm December 4, 2021 to be considered. No information submitted by facsimile will be accepted unless otherwise requested by the City during the proposal review process.

Proposals after the deadline may not be accepted.

Each proposal must include:

A. Transmittal Letter

Proposals must include a transmittal letter signed by an official authorized to solicit business and enter into contracts and the name and telephone number of a contact person, if different from the signatory.

B. Title Page

Proposals must include a title page that includes the RFP subject, the name of the firm, local addresses, telephone number, name of contact person, and the date.

C. Table of Contents

Proposals must include a table of contents that includes a clear identification of the material by section and page number.

D. Company/Firm Information/Individual

Company/Firm: Proposals must provide the name of the business entity (including any fictitious business names), details of the entity's business structure (i.e., corporation, partnership, LLC), statement(s) on financial integrity of all entities related to the company/firm or joint venture that will be involved in the contract, the location of offices, and the number of employees currently in the company/firm.

Individual: Proposals must provide name of individual, location of office, any persons involved in the contract.

E. Qualifications and References

1. Qualifying Experience – Firm: Describe the firm's qualifications specific to preparing its proposal and associated activities for other communities or projects. Examples of reports or other deliverables for similar projects completed by the staff assigned to this project should be submitted as supplemental materials, along with descriptions of the roles of the assigned staff on those projects.

2. Qualifying Experience – Professionals: Provide the name and title of the Managing Principal representative for the coordination and execution of work, other key professional(s), and any other professionals that will be assigned in a significant role to this contract including resumes (not exceeding 3 pages) of education, experience and qualifications related to experience, contact information, and their area of responsibility in servicing the contract. Do not include information on professionals who will have no or minimal roles on the project.

F. Project Approach

Respondents shall describe their approach to the project in sufficient detail to provide the City with a good understanding of how the work will be accomplished and the expected deliverables. This should include proposed steps in research and analysis.

This should also include a work plan and realistic schedule with a minimum of one week time for City review and comment on draft work products.

G. Business References

Provide a minimum of three (3) business references from clients that are governments or quasigovernment in nature for projects most similar to the one requested here, and conducted by the staff assigned to this project. Identify the client as either a 1) government entity or 2) corporate client.

#### H. Conflict of Interest

Proposer must represent that it does not have any interests that would conflict with the City or be affected by the performance of services for the City. By submittal of a proposal, the Respondent, its employees and agents, acknowledge their understanding of the provisions regarding conflicts of interest and/or influence arising from this project.

#### I. Insurance

Proposals must include a statement attesting to capacity to meet/comply with the minimum insurance requirements for the City.

### General Terms and Conditions

#### A. Limitations

This RFP does not commit the City to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

#### B. Award

All finalists may be required to participate in negotiations and to submit such price, technical, or other revisions of their proposals as may result from negotiations. Each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint. Any award made will be to the Respondent whose proposal is most advantageous to the City based on the evaluation criteria outlined above.

#### C. Binding Offer

A signed proposal submitted to the City in response to this RFP shall constitute a binding offer from Respondent to contract with City according to the terms of the proposal for a period of ninety (90) days after its date of submission, which shall be the date proposals are due to City.

#### D. Contract Arrangements

A copy of the City's Master Services Agreement and contract provisions, including the City's insurance requirements, is incorporated into the RFP as an Exhibit. The selected Respondent will be required to maintain insurance coverage, during the term of the contract, at the levels described in Exhibit of the Master Services Agreement. Respondent agrees to provide the required certificates of insurance and endorsements within ten (10) days of City's notice that it is the successful Respondent.

The successful Respondent may be required to enter into an agreement with the City within 10 days of Notice of the City's Intent to Award. A sample agreement is attached to this RFP. If an Agreement on terms and conditions acceptable to the City cannot be achieved within that timeframe, or if, after reasonable attempts to negotiate such terms and conditions, it appears that an agreement will not be possible, as determined at the sole discretion of the City, the City reserves the right to retract any Notice of Intent to Award and proceed with awards to other Respondents.

### Public Records

This RFP and any material submitted by a Respondent in response to this RFP are subject to public inspection under the California Public Records Act (Government Code § 6250 et seq.) unless exempt by law. Proposals will remain confidential until the City has authorized award of a contract.

### Contact Person

Questions regarding this RFP may be directed to the City Manager via e-mail only until 5:00 p.m. on November 3, 2021.