

November 16, 2018

**NOTICE FOR REQUEST FOR PROPOSAL/ QUALIFICATIONS**

The County of Ventura Resource Management Agency Planning Division is seeking proposals to establish a list of qualified firms to be used on an as-needed basis to provide professional contract planning services in support of its General Plan Update.

Your firm has been selected based on either your area of specialized expertise and/or our preliminary research of your firm's qualifications. We anticipate populating the list with multiple firms. Consultant selection will be based on qualifications, understanding of the project and issues, proposed scope, responsiveness, cost, and proof of required insurance.

I look forward to receiving your proposals by December 7, 2018.

If you have any questions concerning this project, please contact me at [susan.curtis@ventura.org](mailto:susan.curtis@ventura.org) or (805) 654-2497.

Sincerely,

Susan Curtis  
General Plan Update Manager

Attachments  
Request for Proposal

**REQUEST FOR PROPOSAL/ QUALIFICATIONS**

Regarding

Professional Contract Planning Services

DEADLINE FOR SUBMISSION: December 7, 2018

Ventura County  
Resource Management Agency  
Planning  
800 S. Victoria Avenue  
Ventura CA 93009

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**I. SERVICES TENTATIVELY REQUESTED**

The County of Ventura, Resource Management Agency, Planning Division (hereinafter "Planning Division"), is requesting proposals for consultant services to perform professional planning work in support of its General Plan Update through March 2020. Tasks to be performed may involve data collection and analysis, report preparation, public contact and assistance, public workshop logistics, planning administration assistance, and other related duties necessary to meet the General Plan Update preparation objectives of the Planning Division. Services are to be provided on an as needed basis, with tasks including but not limited to:

- i. Assist in the preparation and facilitation of community workshops and focus group meetings, including preparation of workshop materials.
- ii. Assist in preparation for and attend work sessions before the Planning Commission, and Board of Supervisors, including public noticing, staff reports, exhibits and PowerPoint presentations.
- iii. Assist in public noticing for Planning Commission/Board of Supervisor work sessions, community workshops and focus group meetings.
- iv. Review, compile and synthesize Planning Commission, Board of Supervisor, community workshop and focus group input received during work sessions and community workshops.
- v. Assist in the preparation of General Plan Update Technical Advisory (TAC) meetings to review Administrative Draft General Plan Elements and document input provided by TAC members.
- vi. Assist with compilation and integration of input from General Plan Update TAC into Administrative Draft General Plan Elements.
- vii. As needed assist in research for various topic areas included in the General Plan Elements.
- viii. Prepare for and attend Municipal Advisory Committee (MAC) and Neighborhood Council meetings, as needed.

**II. PROPOSAL CONTENT**

Responding consultants must prepare and submit by December 7, 2018, a technical qualifications proposal and a cost proposal. The contents and number of copies of each proposal are as follows:

- A. Technical Qualifications Proposal: The technical qualifications proposal must include the following:
  1. A detailed description of the degrees, certifications, qualifications, and experience of all individuals—including those of any subconsultants—who

- will be performing the work and activities that are required to perform the services requested.;
2. A detailed description of the consultant's related work experience, familiarity with the types of projects listed in the Services Requested.; and
  3. A list of references;

The consultant must submit four copies of the technical proposal in a sealed envelope.

- B. Cost proposal: Materials, travel costs, and any/all other costs/associated fees must be detailed in the cost proposal including required insurances. The cost proposal must also include a breakdown of the staffing levels and the hourly billing rate(s) for the various levels of staff to be assigned to the projects. The consultant must submit one copy of the cost proposal in a separate sealed envelope.
- C. Insurances: The County of Ventura requires that contract service providers be able to verify that they maintain the appropriate insurances. For professional contracting services, vendors must maintain the minimum General Liability, Automobile, and Worker's Compensation coverage as indicated in Section 9 of the Sample Contract. Professional Liability coverage is also required per the amounts listed. If your company's insurance coverage does not meet these requirements, please provide proof of your company's actual insurance coverage in order for county staff to consider a request for reducing insurance requirements. This may or may not be granted.
- D. Executed Acknowledgement Form must accompany the proposal.

### **III. ACKNOWLEDGEMENT FORM**

## **RESOURCE MANAGEMENT AGENCY PLANNING DIVISION CONSULTANT SERVICES**

TO: Ventura County Resource Management Agency  
Planning Division  
Attn: Susan Curtis  
800 South Victoria Avenue, L#1740  
Ventura, CA 93009-1740  
Fax:(805) 654-2509  
[Susan.curtis@ventura.org](mailto:Susan.curtis@ventura.org)

The undersigned declares that he/she has carefully examined, and is thoroughly familiar with contents of the "Request for Proposals/ Qualifications for Professional Contract Land-Use Planning Services". Furthermore, the undersigned declares that he/she is authorized to represent the firm submitting the following proposal.

Please provide a complete explanation of any exceptions you wish to make to the project requirements. (Attach additional pages if necessary).

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**AUTHORIZED SIGNATURE**

**NAME OF FIRM**

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**PRINTED NAME/ TITLE**

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**STREET ADDRESS**

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DATE

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**CITY**                    **STATE**                    **ZIP CODE**

## PHONE NUMBER

## **EMAIL ADDRESS**

**IV. SUBMITTAL PROCEDURES**

The technical qualifications proposal and cost proposal must be accompanied by a signed and completed "County of Ventura Resource Management Agency, Planning Division Consultant Services Acknowledgement" form. These documents must be submitted to:

Ventura County Resource Management Agency  
Planning Division  
Attn: Susan Curtis  
800 South Victoria Avenue, L#1740  
Ventura, CA 93009-1740

**V. SCHEDULE**

Consultant selection will proceed according to the following schedule:

November 16, 2018	RFP Released
December 7, 2018	RFP Submittal Deadline
December 10-14, 2018 (tentative)	Selection Interviews, if necessary
December 17, 2018 (tentative)	Notification of Selection
December 28, 2018 (tentative)	Contract Award

**VI. PROPOSAL EVALUATION AND SELECTION PROCEDURES**

The technical qualification proposals will be evaluated by a panel on the basis of the following criteria:

- A. The consultant's demonstrated understanding of the work;
- B. The consultant's demonstrated professional skills, experience, and the credentials (e.g., degrees and certifications) of all staff that will be responsible for performing the work; and
- C. The general quality of the proposal (e.g., organization, use of charts and graphs; legibility).

The consultants will be ranked according to the Planning Division's evaluation criteria provided above. The cost proposals will not be opened by the Planning Division until the technical qualifications have been ranked.

The selection of a candidate firm will be based on a combination of the evaluation criteria, references, and costs. The candidate firm with the best qualification requirements will be invited to negotiate a service agreement contract (see attached standard contract). If an agreement is not reached, negotiations with the candidate may be terminated, and the Planning Division will commence with negotiations with the next most qualified consultant.

The Planning Division reserves the right to reject any and/or all proposals. The Planning Division also reserves the right to invite any of the candidates to attend an oral interview, and/or request additional clarifying information from any of the candidates if necessary.

C O N T R A C T

This Contract entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between the County of Ventura, hereinafter called "County," and \_\_\_\_\_, hereinafter called "Contractor."

W I T N E S S E T H

WHEREAS, pursuant to Section 3 item f of the County Ordinance #4084, the Purchasing Agent of the County has the authority to engage independent contractors to perform services for the County, with or without the furnishing of material; and

WHEREAS, it is necessary and desirable that Contractor be engaged by County for the purpose of performing services relating to Professional Contract Land-Use Planning Services (hereinafter "the Contract Planning Services") as stated in the "Proposal \_\_\_\_\_, dated \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_ (Attachment 1 to the Contract, and incorporated herein by this reference);

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

**1. SERVICES TO BE PERFORMED BY CONTRACTOR**

In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions, and specifications set forth herein Exhibit A, attached hereto and by reference are made a part hereof.

**2. PAYMENTS**

The County shall make payments to the Contractor in accordance with all terms, conditions, and specifications set forth in the Contract and as specified in Exhibit A – Scope of Work. Payments under this Contract shall not exceed a total of \$75,000 unless this Contract is amended pursuant to Section 14 below.

**3. INDEPENDENT CONTRACTOR**

No relationship of employer and employee is created by this Contract, it being understood that Contractor is an independent contractor, and neither Contractor nor any of the persons performing services for Contractor pursuant to this contract, whether said person be member, partner, employee, subcontractor, or otherwise, will have any claim under this contract or otherwise against County for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits, or employee benefits of any kind.

It is further understood and agreed by the parties hereto that, except as provided in this Contract, Contractor in the performance of its obligation hereunder is subject to the control or direction of County merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results. County shall not own, and shall

have no right to obtain or possess, Contractor's internal communications regarding the subject matter of this Contract.

If, in the performance of this Contract, any third persons are employed by Contractor, such persons will be entirely and exclusively under direction, supervision and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law, will be determined by Contractor, and County will have no right or authority over such persons or the terms of such employment, except as provided in this Contract.

The Contractor shall comply with all of the provisions of the Worker's Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments, thereto; and all similar State and Federal acts or laws applicable; and will indemnify and hold harmless the County of Ventura from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney's fees and costs, presented, brought or recovered against the County, for or on account of any liability under any of said Acts which may be incurred by reasons of any work to be performed under this Contract.

#### **4. NON-ASSIGNABILITY**

Contractor shall not assign this Contract or any portion thereof, to a third party without the prior written consent of County, and any attempted assignment without such prior written consent will be null and void and will be cause, at County's sole and absolute discretion, for immediate termination of this Contract.

#### **5. TIME SCHEDULE**

Time is of the essence in the performance of this Contract. The Contractor shall complete all obligations and services within the Project Timeline included therein. All services and deliverables shall be provided by no later than March 2020.

Any extension of the effective period of this contract must be mutually agreed upon by and between the County and the Contractor, and shall be effective only when incorporated in written amendments to this Contract in accordance with Section 14 below.

#### **6. TERMINATION**

The County may terminate this Contract at any time for any reason by providing 10 days written notice to Contractor. In the event of termination under this section, Contractor shall be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this Contract. Contractor hereby expressly waives any and all claims for damages or compensation arising under this Contract except as set forth in this section in the event of such termination.

This right of termination belonging to the County may be exercised without prejudice to any other remedy which it may be entitled at law or under this Contract.

**7. DEFAULT**

If Contractor defaults in the performance of any term or condition of this Contract, Contractor must cure that default by a satisfactory performance within 10 days after service upon Contractor of written notice of the default. If Contractor fails to cure the default within that time, then County may terminate this Contract without further notice.

The foregoing requirement for written notice and opportunity to cure does not apply with respect to County's right to terminate this Contract without cause pursuant to section 4 above.

**8. INDEMNIFICATION AND HOLD HARMLESS**

Contractor agrees to defend, through attorneys approved by County, indemnify and hold harmless County and its boards, agencies, departments, officers, employees, agents and volunteers (collectively, "Indemnitee") from and against any and all third party claims, lawsuits, judgments, debts, demands and liability (including attorney fees and costs) (collectively, "Third Party Claims"), including, without limitation, those arising from injuries or death of persons and/or damage to property, that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of Contractor or its principals, officers, employees, agents or subcontractors in the performance of this Contract. This indemnity provision does not apply to Third Party Claims arising from the sole negligence or willful misconduct of Indemnitee or to the extent caused by the active negligence of Indemnitee. Contractor shall not settle or otherwise compromise a Third Party Claim covered by this section without County's advance written approval.

**9. INSURANCE PROVISIONS**

A) Contractor, at its sole cost and expense, shall obtain and maintain in full force during the term of this Contract the following types of insurance:

- 1) General Liability "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, broad form blanket contractual and \$50,000 fire legal liability.
- 2) Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of \$100,000 when there are owned vehicles.

- 3) Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
  - 4) Professional Liability coverage in the minimum amount of \$1,000,000 each occurrence and \$2,000,000 aggregate.
- B) All insurance required shall be primary coverage as respects County and any insurance or self-insurance maintained by County will be excess of Contractor's insurance coverage and will not contribute to it.
- C) County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.
- D) The County of Ventura, and any related entities as identified by County, including all of their respective boards, agencies, departments, officers, employees, agents and volunteers, are to be named as Additional Insured as respects to work done by Contractor under the terms of this Contract for General Liability Insurance.
- E) Contractor agrees to waive all rights of subrogation against the County of Ventura, all related entities as identified by County, and all of their respective boards, agencies, departments, officers, employees, agents and volunteers, for losses arising from work performed by Contractor under the terms of this Contract.
- F) Policies shall not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County.
- G) Contractor agrees to provide County with the following insurance documents on or before the effective date of this Contract:
1. Certificates of Insurance for all required coverage.
  3. Additional Insured endorsement for General Liability Insurance.
  4. Waiver of Subrogation endorsement (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others) for Workers' Compensation.

Failure to provide these documents shall be grounds for immediate termination or suspension of this Contract.

## 10. NON-DISCRIMINATION

- A) General.

No person shall on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, age, handicap, disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Contract.

B) Employment.

Contractor shall insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Contract. Contractor's personnel policies shall be made available to County upon request.

**11. SUBSTITUTION**

If particular people are identified in Attachment 1, if applicable, as working under this Contract, the Contractor will not assign others to work in their place without written permission from the County Resource Management Agency. Any substitution shall be with a person of commensurate experience and knowledge.

**12. INVESTIGATION AND RESEARCH**

Contractor by investigation and research has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this Contract is to be based upon such investigation and research, and not upon any representation made by the County or any of its officers, agents or employees, except as provided herein.

**13. CONTRACT MONITORING**

The County shall have the right to review the work being performed by the Contractor under this Contract at any time during Contractor's usual working hours. Review, checking, approval or other action by the County shall not relieve Contractor of Contractor's responsibility for the thoroughness of the services to be provided hereunder. This Contract shall be administered by the County's Planning Director or designee.

**14. AMENDMENTS**

This Contract may not be altered, amended, extended or modified except by written instrument signed by the duly authorized representative of both parties.

County may from time to time require changes in the scope of the services required hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation which are mutually agreed upon by and between County and Contractor shall be effective when incorporated in written amendments to this Contract.

**15. CONFLICT OF INTEREST**

Contractor covenants that Contractor presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. Contractor further covenants that in the performance of this Contract no person having such interest shall be employed or retained by Contractor to provide services in the performance of this Contract.

**16. CONFIDENTIALITY**

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Contractor under this Contract which County requests in writing to be kept confidential, shall not be made available to any individual or organization by Contractor without the prior written approval of the County except as authorized by law.

**17. NOTICES**

All notices required under this Contract will be made in writing and addressed or delivered as follows:

**TO COUNTY:**

Procurement  
COUNTY OF VENTURA  
GENERAL SERVICES AGENCY  
PROCUREMENT SERVICES  
800 SOUTH VICTORIA AVENUE  
VENTURA, CALIFORNIA 93009-1080

Project Manager:  
COUNTY OF VENTURA  
RESOURCE MANAGEMENT AGENCY  
ATTN: SUSAN CURTIS  
800 SOUTH VICTORIA AVENUE  
VENTURA, CALIFORNIA 93009-1740

**TO CONTRACTOR:**

NAME:  
ATTN:  
ADDRESS:  
ADDRESS:  
Tel:

Either party may, by giving written notice in accordance with this section, change the names or addresses of the persons of departments designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

**18. Work Product**

Upon completion or termination of the Contract for any reason, County shall be entitled to immediate possession of, and Contractor shall promptly furnish to County, on request, all original reports, drawings, designs, plans, specifications, data, correspondence (not including Contractor's internal communications), notes, and all other pertinent data and work product prepared or gathered by Contractor in the performance of this Contract (collectively, "Work Product"). Contractor shall not copyright any Work Product. Contractor may retain copies of the Work Product for its files.

**19. ENTIRE AGREEMENT**

This Contract supersedes all previous agreements, understandings and representations of any nature whatsoever, whether oral or written, and constitutes the entire understanding between the parties hereto regarding the subject matter hereof.

**20. GOVERNING LAW**

The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties under this Contract, shall be construed pursuant to and in accordance with the laws of the State of California.

**21. SEVERABILITY OF CONTRACT**

If any term of this Contract is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract terms shall remain in full force and effect and shall not be affected.

**22. CUMULATIVE REMEDIES**

The exercise or failure to exercise of legal rights and remedies by the County in the event of any default or breach hereunder shall not constitute a waiver or forfeiture of any other rights and remedies, and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this Contract.

**23. COMPLIANCE WITH LAWS**

Each party to this Contract will comply with all applicable laws.

**24. CONSTRUCTION OF COVENANTS AND CONDITIONS**

Each term and each provision of this Contract shall be construed to be both a covenant and a condition.

IN WITNESS WHEREOF the parties hereto have executed this Contract.

**COUNTY OF VENTURA**

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Authorized Signature

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Printed Name

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Title

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Date

**CONTRACTOR\***

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Authorized Signature

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Printed Name

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Title

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Date

Tax Identification Number

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**CONTRACTOR\***

---

Authorized Signature

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Printed Name

---

Title

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Date

\* If a corporation, this Contract must be signed by two specific corporate officers.

The first signature must be either the (1) Chief Executive Officer, (2) Chairman of the Board, (3) President, or any (4) Vice President.

The second signature must be the (a) Secretary, an (b) Assistant Secretary, the (c) Chief Financial Officer, or any (d) Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

**Exhibit A - SCOPE OF WORK**

**Vendor:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Tax ID #:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_  
**Cost:** \_\_\_\_\_ **Term:** \_\_\_\_\_  
**Division Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Description of Services:**

Description		Hours	Hourly Rate	Other Direct Costs	Cost
Task 1:			\$	\$	\$
Task 2:			\$	\$	\$
Task 3			\$	\$	\$
			\$	\$	\$

**Reporting:** Vendor will submit deliverables as described above and provide written reports to Planning as directed.

**Payment Method:** Vendor will submit invoices detailing services rendered to: County of Ventura, Resources Management Agency, 800 Victoria Avenue, Ventura, CA, 93009, L1700-RMA Accounting Department.

**Project Budget:****Compensation will be as follows:**

Vendor will indicate on the invoice the current contract balance in the following suggested format: Contract Amount: \$ x,xxx Contract Balance: \$ x,xxx