

COUNTY OF IMPERIAL

REQUEST FOR PROPOSAL No. 1002-23

**IMPERIAL COUNTY STRATEGIC PLANNING AND
FACILITATION SERVICES**



**Funded by
The County of Imperial**

Issued, AUGUST 22, 2022

DUE DATE AND SUBMISSION REQUIREMENTS:

One (1) Original, One (1) Electronic Copy and Five (5) Copies of Proposals must be received by **2:00 P.M.** on **SEPTEMBER 6, 2022**

Point of Contact:

Debbie Wray
Purchasing Agent
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El Centro, CA 92243
(442) 265-1865
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INFORMATION FOR PROPOSERS

PURPOSE

In 2015, the County of Imperial developed the 2020 Imperial County Strategic Plan to provide a five-year framework to improve the quality of life in Imperial County. The County seeks the guidance of a consultant to provide strategic planning and facilitation services to update the 2020 Imperial County Strategic Plan. The consultant will provide the context within which the County and region can plan and carry out specific actions to achieve measurable results toward the goals through 2025.

Strategic Plan outreach by the Consultant to include but is not limited to the following services and activities:

- Direct Outreach Through Individual Meetings and Community Workshops
 - Board of Supervisors
 - County department heads and staff
 - Surrounding communities including the seven incorporated cities within Imperial County and all unincorporated communities
 - Other stakeholders
 - General public
- Information Gathering
- Develop Action Plan and Measurables to Obtain Goals and Strategic Priorities

All communications relating to this Request for Proposal (RFP) must be directed to the contact person named below and **only** through email or written correspondence. Any communications between a respondent and County staff concerning this RFP are prohibited. In no instance is a respondent to discuss cost information, quality of responses, names of additional respondents, or any other information requested by or contained in a proposal with the point of contact or any other staff prior to proposal evaluation. Failure to comply with this section may result in disqualification of respondent's proposal. The respondent is responsible for ensuring the response is received before the deadline. Copies or faxed responses will **not** be accepted. The County assumes no responsibility for lost or misrouted mail.

The term of the Agreement for services will be for a period of up to 8 months from the date of an executed agreement.

PRE-BID MEETING

2.1 A pre-bid meeting will be held on **August 31, 2022**, at **2:00 p.m.** at:

County of Imperial Administration Building
CEO Conference Room A
940 W. Main Street
El Centro, CA 92243
Contact: Debbie Wray (442) 265-1865
Debbiewray@co.imperial.ca.us

Attendance at the pre-proposal conference **is not** a mandatory requirement for those

interested in submitting a proposal.

CALENDAR OF EVENTS

RFP available	August 22, 2022
Pre-Bid Meeting	August 31, 2022 2:00 P.M.
Proposals Due	September 6, 2022 2:00 P.M.
Week of Committee selection	September 12, 2022
Week of Consultant interviews	September 19, 2022
Week of Consultant selection and agreement negotiation	September 26, 2022
County of Imperial Board of Supervisors Approval of an "Agreement for Professional Services"	October 18, 2022
Service to begin on or around this projected date (estimate)	November 1, 2022

*** Dates are subject to change at the sole discretion of the County of Imperial, except for Proposals Due. If this date changes the change will be published via Exhibit A.**

SCOPE OF SERVICES

The scope of work for the update of the Imperial County Strategic Planning and Facilitation Services are as follows:

Task 1 - Meet with the Imperial County Board of Supervisors and Imperial County staff to clarify expectations and desired outcomes; review schedule, budget and format deliverables; clarify responsibility of each party.

Task 2 - Perform outreach through individual meetings and public workshops with County department heads, County staff, seven incorporated cities and all unincorporated communities within Imperial County, outside stakeholders and general public. Hold community workshops to understand the public's vision of Imperial County.

Task 3 - Compile and share data collected from meetings and workshops.

Task 4 – Develop an action plan to determine priorities and set goals.

Schedule for completion of project:

The Consultant is to propose a date for major milestones concluding the scope of work.

MANDATORY REQUIREMENTS FOR ALL PROPOSALS

- 1 All proposals must demonstrate that the consultant has a willingness and ability to comply with all documents, including but not limited to, the Standard Agreement, a sample of such is identified as Exhibit B.
- 2 All parties submitting a proposal shall include with their proposals at least three (3) current references, including name, address, and telephone number.
- 3 Located in the County of Imperial with all major activities taking place in the County of Imperial.
- 4 Demonstrate that the staff performing the work have cultural and linguistic competency in reaching and engaging the targeted populations.
- 7 Provide a time-bound schedule of when the activities will occur.
- 8 Propose achievable goals, specific activities and measurable objectives.

CONTRACT TERMS AND CONDITIONS

Please refer to the attached Exhibit B, Standard Agreement. The attached Exhibit B is a sample of the agreement that the winning party will be expected to sign. It is not the final agreement and there may be additional or different terms included in the final agreement. The final agreement must be approved by the Imperial County Board of Supervisors prior to execution.

PREPARATION OF PROPOSAL

All RFPs must include one (1) original, one (1) digital copy, and five (5) copies to be submitted in sealed envelopes bearing on the outside the name of the consultant, address, and the title of the RFP for which the qualifications are submitted. It is the sole responsibility of respondent to ensure that the proposals are received by the date and time listed in the RFP. Any proposals received after the scheduled closing time for receipt will be returned to the consultant unopened. Proposals may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service.

SIGNATURE

The RFP document and any modification must be signed in the name of the consultant and must bear the original signature of the person or persons authorized to sign the proposal.

MODIFICATIONS

Any modification of any proposals submitted must be in writing and received by the County prior to the closing time for proposals. Modifications may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service. Any qualifications or modifications received after the scheduled closing time of the RFP will be returned to the consultant unopened.

ERASURES

Proposals submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by putting in the margin immediately opposite the correction the surname or surnames of the person or persons signing the RFP.

WITHDRAWAL OF PROPOSALS

Respondents may withdraw their proposals either personally or by written request at any time prior to the scheduled closing time for receipt of proposals.

PROPOSAL ELEMENTS

Proposals must address each of the elements in this section.

1 Qualifications

- a. Is registered with the California Secretary of State's Office to ensure that are licensed to do business within the State of California.
- b. Has the ability to complete key activities within an 8-month timeline.
- c. Has the organizational capacity to implement the project, including staff, operational and fiscal management.

2 Proposed Scope of Work

A prospective consultant should indicate an understanding of the requested services as described in the "Scope of Services" and describe how it proposes to service the County in these aspects.

3 Project Personnel and Their Availability

Provide resume(s) of the key personnel who would be assigned to perform the services as described. Indicate status of each person's relationship to your firm, whether an employee, partner, subcontractor, or other contractual agreement. The statement should also identify for each member of the project team, their area of expertise, role in the project, and experience with similar or related projects.

Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services.

Except when, and if, the workload demands otherwise, all services shall be conducted within the normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

4 Cost of Proposed Services

Consultant must include a budget and budget narrative with a not-to-exceed cost to complete the report.

SCORING CRITERIA

The County of Imperial will review the qualifications based on the selection criteria and 100 point scale as follows:

- | | |
|--|-------------------------|
| 1. General firm and individual experience: | 10 points |
| 2. Specific experience as it pertains to outreach work conducted in and/or across Imperial County: | 10 points |
| 3. Specific experience as it pertains to the Scope of Services above mentioned: | 20 points |
| 4. Capacity to perform the Scope of Services and ability to conclude the work in a timely manner: | 15 points |
| 5. Experience in community engagement and social impact campaigns: | 15 points |
| 6. Overall quality of qualifications, especially thoroughness and appearance: | 5 points |
| 7. Cost of Services | <u>25 points</u> |
| Total Value: | 100 points |

Additional questions may be asked of those submitting a proposal and formal interviews may be conducted as well. Respondents will be notified of any additional required information or interviews after written proposals have been evaluated.

The County of Imperial reserves the right to reject any and all proposals submitted; to request clarification of services submitted; to request additional information; and to waive any irregularity in the proposal and review process, as long as procedures remain consistent with prior procurement requirements. The County may select one consulting firm or a combination of consulting firms to provide the range of services requested.

EXHIBIT B

COUNTY OF IMPERIAL REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the County of Imperial, acting by and through its Board of Supervisors, hereinafter referred to as the "COUNTY", will receive up to, but no later than **2:00 p.m. on September 6, 2022**, sealed PROPOSALS for negotiation and award of a contract concerning the Update of the 2020 Imperial County Strategic Plan.

To be considered, **one original, one electronic copy and five copies of PROPOSALS** must be received in the office of the **Imperial County Purchasing Department, 1125 Main Street, El Centro, California, 92243, Attention: Debbie Wray, Purchasing Agent**, by the time specified above.

Proposals shall be evaluated by a selection committee. It is the County's intention to select the Consultant whose proposal is deemed most advantageous to the County in accordance with the evaluation criteria set forth in this Request for Proposals. A Selection Committee appointed by the County Executive Officer will review and score the proposals and recommend the most responsive and responsible firm to receive the contract award. The Selection Committee's recommendation will be forwarded to the Imperial County Board of Supervisors for final determination.

Each proposal must conform and be responsive to the Standard Agreement, a sample of which is attached as Exhibit B. The Standard Agreement sample may also be obtained at the office of the County Executive Officer located at 940 W. Main Street, Ste. 208, El Centro, California, 92243.

COUNTY reserves the right to reject any or all PROPOSALS, or to waive any irregularities or informalities in any proposals or in the proposal and selection process.