



# Bradford Reclamation District 2059

PO Box 1059 Oakley, CA 94561

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## REQUEST FOR PROPOSAL

### Professional Services: Engineering Study for Special Benefit Assessments and Assessment Administration for

### Bradford Island Reclamation District 2059

**Response Due by Friday, August 30, 2019 at 5:00 p.m.**

#### INTRODUCTION

Bradford Island Reclamation District 2059 ("District") is a reclamation district formed under, and governed by, the California Water Code. The District is responsible for flood control for Bradford Island, located in eastern Contra Costa County. One of the Eight Critical Western Delta Islands, the District maintains the levees, a pump station, drainage ditches and canals (collectively "flood control works") upon Bradford Island, providing flood protection for approximately 2,000 acres of land, including numerous buildings, natural gas wells, one ferry slip and other improvements. A large portion of Bradford Island is undeveloped agricultural land, but there are also several residential structures on the Island. The District is also part of a Joint Powers Authority ("JPA") which operates a ferry service to provide vehicle access to and from Bradford Island.

The District currently collects an annual assessment to fund installation, operation, maintenance and improvement of its flood control works, as well as to fund a portion of the ferry service. On August 4, 2015, the property owners within the District approved the Proposition 218 assessment ballot proceeding for a proposed change in the District's Operation and Maintenance assessment that was set to begin in the 2015-2016 fiscal year and to sunset after the 2019-2020 fiscal year.

In accordance with the 2015 approval, the District's current assessment applies to 63 parcels of land with total assessment revenue of \$390,664.70. This total is derived from the Operations and Maintenance assessment approved in 2010 which equals \$158,257.80 in revenue annually and the 2015 Operation and Maintenance assessment which currently equals \$ 232,406.90 annually. Both assessments are collected on the County tax-roll.

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The District issues this Request for Proposal for professional services to perform engineering and consulting services in preparing a study to determine the District's fiscal needs for the continuing operation, maintenance, and improvement of its flood control works and related services, determining assessment rates for each assessed parcel or property within the District to meet the aforementioned fiscal needs, and services relative to conducting an election for the landowner approval of said assessments in accordance with the procedural requirements of Proposition 218.

The District is seeking proposals from all qualified parties interested in performing the requested services. Responses are due by **5:00 p.m. on Friday, August 30, 2019**. Interviews may be scheduled for early September 2019.

Proposals shall be submitted to:

Angelia Tant  
District Administrator  
PO 1059  
Oakley, CA 94561  
Angelia\_bradford@sbcglobal.net

**For Courier or In Person Delivery:**

19 Minaret Road  
Oakley, CA 94561  
(925) 209-5480

### **SCOPE OF SERVICES**

The Scope of Services sought by the District includes, but is not limited to, the following tasks to be performed by a qualified Consultant:

1. Coordinate with the District to establish timelines, deliverables, etc.;
2. Assist with the preparation of budgets and cost estimates for the assessments and services to be funded;
3. Obtain Assessor's Parcel data and other real property information required for the determination and assignment of the District's assessment to each parcel or property within the District;
4. Research parcel attributes, parcel ownership information, and special benefits to properties to appropriately calculate and assign assessments;
5. Prepare a detailed Engineer's Report in accordance with the requirements of Proposition 218 substantiating the proposed assessments;
6. Prepare and update assessment diagrams and maps as needed;

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7. Work with District's legal counsel to ensure compliance with Proposition 218;
8. Review the cost estimates, benefit analysis and assessment engineering analysis with the District Board of Directors prior to finalizing the Engineer's Report;
9. Prepare final Engineer's Report;
10. Attend District public meetings for the review of the preliminary Engineer's Report and the public hearing for the assessment election;
11. Assist in the preparation of Prop. 218 election materials, as needed;
12. Communicate and coordinate with the Contra Costa County Assessor's Office, Contra Costa County Auditor, and other parties as needed;
13. Submit the final assessment roll for inclusion on the County tax roll for the 2020-21 fiscal year.

### **TERM AND TIMELINE**

The Term of the agreement for professional services to be awarded in accordance with this RFP shall be for all services needed for the complete administration of the Proposition 218 process, including the ballot proceeding, to be completed no later than May, 2020 in order to enroll the assessments for the 2020-21 fiscal year.

### **PROPOSAL COMPONENTS**

Submitted proposals should include the following components:

Cover Letter – The cover letter shall introduce the Consultant and summarize its qualifications. The cover letter should also contain the location of the Consultant's principal office, title, address, relevant telephone numbers, and the names and email addresses of the individual(s) that will assigned to the Project

Detailed Description of the Consultant's Qualifications – the Consultant shall provide a detailed description of qualifications, including a brief history of relevant work experience, the types of services provided, and specific examples of experience in providing similar services as those requested in this RFP.

Proposed Services – This section is to provide an outline of the Consultant's approach and scope of services for completing the Project generally described above.

Assessment Defense – In the event of a legal challenge to the assessments, any claims by one or more property owners that they do not receive the special benefits indicated in the Engineering Study, or other allegations challenging the validity of the Engineering Study and its methodology in determining the assessments, describe what services Consultant would provide and the fees for these services.

Personnel to be Assigned – This section shall designate the following personnel, and briefly describe their relevant experience and qualifications:

- Project Manager. The Project Manager shall be designated as the principal contact for the District and shall be responsible for supervising the Project and meeting all Project objectives and deadlines.
- Principal Engineer: Identify the licensed, professional engineer who will author and sign the Engineer's Report. The specific experience of the responsible professional engineer with other similar Proposition 218 benefit assessments should be provided.
- Additional Personnel: Identify any other individuals who will perform the primary tasks for the Project, the specific tasks/services they will perform, and the percentage of the overall project work they will perform. This section shall also include a certification that the personnel identified will actually perform the work specified at the approximate scope of work percentages specified.

References – Provide at least two (2) public agency clients (include names of contact persons, telephone numbers, email addresses and a brief description of the work performed) for whom Consultant has performed services within the last three years similar to those required by this RFP. Do not include information on projects that are not similar in scope and character to the proposed RFP work scope.

Proposed Fee Schedule and Total Project Price – The Fee Schedule should reflect the hourly rates of each individual total costs for all personnel, materials and services necessary to complete the scope of work requested in this RFP, as well as the total price for the completion of the Project.

## **SELECTION PROCEDURES**

Proposals will be evaluated by a selection committee, which may be comprised of District Trustees, staff members, outside experts and other interested individuals. The method of selection will be based on the criteria and considerations set forth below:

### Evaluation Criteria

- 1) Demonstrated competence and professional qualifications necessary for satisfactory performance of the services required by the District.
- 2) Experience in performing similar services with particular focus on benefit assessment engineering determinations and assessment services for Proposition 218 benefit assessments for reclamation districts similar to the District.
- 3) Demonstrated understanding of the work requested by the District and proposed approach for performing the scope of work.
- 4) Quality and responsiveness of the proposal to the stated requirements.

- 5) References
- 6) Background and related experience of the specific individuals to be assigned to this project, particularly experience with other Proposition 218 assessments for similar reclamation district improvements and services.
- 7) Total Project Price. As reflected above, a contract will not be based solely on price, but on a combination of factors as determined to be in the best interest of the District. Given that the expertise required for this RFP is highly specialized, the District reserves the right to negotiate a contract with the firm determined to offer unique and unmatched expertise. After evaluating the proposals, the District reserves the right to further negotiate the proposed scope of work, method of delivery and amount of compensation.

### **PROPOSAL SUBMITTAL**

Submit five (5) printed and bound hard copies and one (1) unbound hard copy of your Proposal to the District, no later than **5:00 p.m. on Friday, August 30, 2019**. Proposals should be delivered in a sealed envelope, addressed to:

Reclamation District 2059  
PO Box 1059  
Oakley, CA 94561  
Attn: Prop. 218 Proposals

Any questions regarding this Request for Proposal should be directed to:

Angelia Tant  
District Manager  
PO Box 1059  
Oakley, CA 94561  
(925) 209-5480  
[angelia\\_bradford@sbcglobal.net](mailto:angelia_bradford@sbcglobal.net)