



City of Lynwood Finance Department Request for Proposals

Financial Review of Existing and Anticipated Future
Special Assessment Districts

**Proposal Due Date:
August 31, 2017 @ 5:00 P.M.**

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GENERAL INFORMATION

The City of Lynwood (“City”) is requesting proposals from qualified consultants to conduct a review of existing and anticipated future special assessment districts.

BACKGROUND

In 1902, C.H. Sessions had acquired title of about 400 acres and established a dairy and creamery. His wife’s maiden was Miss Lynne Wood and they all agreed to call the place “the Lynwood Dairy and Creamery” and it was located at what is now Sanborn and Long Beach Blvd. Later the Southern Pacific Railway had a siding here, which they called the ‘Lynwood siding’. Henry Huntington organized another railroad company called the Pacific Electric Railroad in 1902. One of the lines, built in 1904 to 1905, ran from Los Angeles to Santa Ana, passing directly through the middle of Lynwood. In 1929 Pacific Electric installed a P.E. Depot on the corner of Long Beach Blvd. and Fernwood Avenue. That building still exists and plans are to make it into a historical monument. The PE Railway took up the Lynwood name from the dairy and creamery.

Later, seven gentlemen formed the Lynwood Company and they brought excursions of potential buyers to Lynwood. They opened up 800 acres for ‘suburban’ home sites in 1913. The biggest attraction for lot buyers, who came on excursions and had lunch in a circus tent was free water. Residential lots, 100 x 800, were sold for \$500 to \$800 and the promoters promised to furnish buyers water free and to turn over to any city that might be formed, the entire debt-free water system.

The City of Lynwood has grown considerably since the bustling days of its founding. Situated a mere seven miles from downtown Los Angeles and adjacent to the 110 and 710 freeways, the City is a dense community that continues to grow and redevelop to meet both the housing and retail demands of the population.

The City is experiencing a surge in development. A development agreement for the Plaza Mexico Phase II is currently being contemplated. Over the course of the next one to two years an additional 300-400 housing units are anticipated to be entitled or developed. Given this tremendous growth spurt, this is an appropriate time for the City to review funding sources for the operations and maintenance (O&M) costs of public improvements and the costs of public services (referred to collectively as “public service costs”) necessary to serve new development.

The City currently has two (2) assessment districts:

- Lynwood Lighting District
- Lynwood Landscaping District

THE DISTRICTS

Lynwood Lighting District

The plans and specifications for the improvements within the District are on file with the City Engineer and incorporated herein by reference. Existing and previously proposed improvements include, but are not limited to, the following: electrical energy; repair and replacement of street light standards and fixtures; labor; materials; equipment; miscellaneous improvements; overhead and incidental work and construction of capital improvement projects as required.

A diagram of the District, showing the exterior boundaries of the District, is attached hereto as Exhibit A and is incorporated herein by reference. There are approximately 10,046 parcels of property, with approximately 562,644 lineal feet of front footage, within the District, excluding parcels of public property, which are not assessed for the cost of improvements.

- Service Area 1 encompasses 471,765.22 Front Feet at \$1.62/FF or \$ 764,259 annually. Service Area 2 encompasses 90,878.80 Front Feet at \$3.01/FF or \$ 273,545 annually.
- Estimated Assessment Revenue: \$1,037,804

Assessments for the Lynwood Lighting Assessment District have not been adjusted since FY 1992-1993, at which time the rates were decreased from \$1.74 FF to \$1.62 FF for residential and from \$3.24 FF to \$3.01 FF for commercial.

The operations include energy costs, maintenance costs; additional lighting needs as well lighting projects to comply with State mandated AB32. These items will increase the Districts operational costs.

Lynwood Landscaping District

The Lynwood Landscape Maintenance Assessment District was formed and assessments first levied in 1978 following the passage of Resolution No, 78-78 by the City Council. The plans and specifications for the improvements within the District are on file with the Director of Public Works/City Engineer and are incorporated herein by reference.

Landscape Maintenance for FY 2017-2018 includes maintenance and servicing of the following improvements:

- LYNWOOD CITY PARK - (29 acres) Mowing, edging, weeding, irrigation, restroom maintenance, painting, fence repair, and trash pick-up.
- BURKE - HAM PARK - (10 acres) Mowing, edging, weeding, irrigation, restroom maintenance, painting, fence repair and trash pick-up.
- LOS AMIGOS PARK - (1.75 acres) Mowing, edging, weeding, irrigation, painting, fence repair and trash pick-up.
- ADOLFO MEDINA PARK (2.4 acres) Mowing, edging, weeding, irrigation, painting, fence repair and trash pick-up.
- ROSE PARK - (1.5 acres) Mowing, edging, weeding, irrigation, painting, fence repair and trash pick-up.
- CARNATION PARK - (1.5 acres) Mowing, edging, weeding, irrigation, painting, fence repair and trash pick-up.
- POCKET PARKS 4-SITES - (.6 acre) Regrading, weeding, graffiti removal, trash pick-up.
- CIVIC CENTER PARK - (.18 acre) Weeding, trash pick-up, irrigation, and mowing.

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- STREET MEDIANS - Mowing, edging, irrigation, trash pick-up and eradicating pests:
 - Long Beach Boulevard, 74,646 square feet
 - State Street, 170,000 square feet
 - Imperial Highway, 37,740 square feet
 - Atlantic Avenue, 94,472 square feet
 - Hulme Avenue 2,160 square feet
 - Lilita Avenue 1,620 square feet
 - Carlin Avenue 1,530 square feet
 - Los Flores Boulevard, 36,800 square feet
 - Flower Street 36,800 square feet
 - Bullis Road, 3,888 square feet
 - Santa Fe Avenue, 3,000 square feet
- WATER WELLS - (Five locations, 10,750 square feet) Mowing, edging, weeding and irrigation.
- LINEAR PARK - (6.8 acres) Mowing, edging, weeding irrigation, restroom maintenance, painting, fence repair and trash pick-up.
- TREE TRIMMING - Two-year cycle general tree trimming, and in-house light tree trimming and emergency response services.

There are approximately 10,046 parcels of residential and commercial properties within the District with approximately 562,644 front footage (FF), excluding parcels of public property which are not assessed for the costs of improvements.

- Total Front Footage - 562,644.02 FF
- Estimated Assessment Revenue \$1.90/FF or \$1,069,023.64 annually

Assessments for the Lynwood Landscape Maintenance Assessment District have not been adjusted since FY1998-1999, at which time the rates were decreased from \$1.97 FF to \$1.90 FF for both residential and commercial. Energy cost and maintenance costs have increased over the last 20-years and yet the assessment rates have remained the same. As such, the Landscape Maintenance Assessment District no longer collects sufficient funds to adequately fund its operations. Over the last several years the General Fund has subsidized the Landscape Maintenance Assessment District's operations; the General Fund can no longer afford to subsidize the District.

SCOPE OF WORK

This Request for Proposals (RFP) is a step in the planned procurement action to acquire the desired services. Firms responding to this RFP shall be prepared to deliver products and perform the work necessary to provide the services described within the time period laid out in the Schedule at the end of this document. The project consists of furnishing all labor, materials, equipment, tools, supervision and travel necessary to complete the project tasks.

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NOTE: This is not a request for proposals to form a special assessment district. Rather, this is a request for proposals to review existing districts and provide advice and recommendations for formation of future districts and conduct all the necessary steps to increase the levy pursuant to Proposition 218. At this time, the City is interested in developing strategic recommendations for how to proceed with future funding mechanisms and ultimately choosing a direction to proceed with the establishment of those mechanisms.

Project Tasks include:

1. Project team meetings
2. Gathering information
3. Evaluating financing alternatives
4. Preparation of financial report
5. Presentation of financial report at a public workshop
6. Conducting the Proposition 218 balloting
7. Conduct Public Hearing regarding the adoption of any Proposition 218 levy increase

The financial report shall include, but is not necessarily limited to addressing the issues listed below. If the consultant feels that additional topics are warranted, they must be clearly identified in the consultant's proposal. The resulting work product should be a report that includes: an identification of future funding options (new district formations with or without retirement/consolidation of current districts), the pros and cons of the various options, and recommendation for how to simplify the administration of the various districts.

CITY'S RESPONSIBILITIES

City Staff will provide the consultant with all relevant information it has pertaining to the City, the current special assessment districts, current operating and maintenance budgets, development agreements and other information as may be needed and/or requested by the consultant.

PROPOSAL FORMAT AND REQUIREMENTS

The proposal shall be brief, precise, and shall not include unnecessary promotional materials.

The proposal shall include the following items and organized as follows:

- a) Letter of Transmittal. Describe your firm or team's interest and commitment in providing consulting services for the City. An officer of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the City shall sign the letter. The letter shall contain a statement that the proposal is valid for ninety (90) days. Provide name, title, address, email, and telephone number for this officer.
- b) Table of Contents. Each proposal shall include a Table of Contents to the major topics contained in the proposal and all pages shall be numbered.
- c) Work Plan and Approach. Discuss your firm's understanding of the Scope of Services to be performed. Describe the method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to this project.

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- d) Key Personnel Background. Name, position, summary of qualifications, resumes, related experience and proposed responsibilities of project manager and key personnel.
- e) Team Experience. Listing of similar financial reviews performed with the last five (5) years. Include the following information:
 - a. Client's name
 - b. Description of financial review and year of completion
 - c. Key personnel involved
- f) References. Provide at least three references (name, government entity, address, email, and telephone number).
- g) Manpower Allocation. Consultant shall provide an estimate of the required personnel hours by task and job title in the proposal for the tasks described in the scope of services. This information is not meant as a fee proposal, but only an indication of the level of effort envisioned for completion of the project at hand.
- h) Additions or Exceptions. A copy of the City's standard Professional Services Agreement is provided in the attachment. The selected Consultant will be required to execute and enter into the City's standard Professional Services Agreement. Consultant's proposal shall include a single and separate section with the heading "ADDITIONS OR EXCEPTIONS TO THE CITY'S CONTRACT LANGUAGE AND REQUIREMENTS". This section shall contain a complete and detailed description of any exceptions taken to the provisions and conditions of the standard contract language and requirements.
- i) A Sealed Cost Proposal. Provide a complete summary of the estimated number of consulting hours, schedule of hourly rates for each classification, and total not-to-exceed cost inclusive of ancillary costs, including travel for the Scope of Services to be performed. The estimate must be prepared in advance and submitted with the proposal in a **separate sealed envelope**.
- j) Copies. Provide five (5) bound copies and one (1) unbound copy of the proposal. Only 1 copy of the separate sealed cost proposal is required.

Submission of Proposals: Complete written proposals must be submitted in a sealed envelope to:

Maria Quinonez, City Clerk
City of Lynwood
City Clerk's Office
11330 Bullis Road
Lynwood, CA 90262
RE: Special Assessment Districts Financial Review

Submissions must be received by August 31, 2017 at 5:00 p.m. PST. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.

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Inquiries: Questions about this RFP must be directed in writing, via email to:

Jose E. Ometeotl, Finance Director

jometeotl@lynwood.ca.us

Conditions for Proposal Acceptance: This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for the City staff to analyze the proposals, or to cancel this RFP in or in its entirety. The City of Lynwood reserves the right to postpone the proposal opening for its own convenience. All proposals will become the property of the City. Proposals received by the City of Lynwood are subject to public inspection under the California Public Records Act (Government Code Section 6250 *et seq.*), unless exempt and will be made available upon request after award. Proposals submitted are not to be copyrighted. If any proprietary information is contained in the proposal, it should be clearly identified. The City of Lynwood reserves the right to require confirmation of information furnished by any Offeror and/or request any Offeror to provide additional evidence of qualifications to successfully perform the work. The City of Lynwood shall not, in any event, be liable for any pre-contractual expense incurred by Offeror in the preparation of its proposal. Pre-contractual expenses are defined as expenses incurred by Offeror in:

1. Preparing its proposal in response to this RFP
2. Submitting its proposal to the City of Lynwood
3. Negotiating with the City of Lynwood on any matter related to its proposal
4. Any other expenses incurred by Offeror prior to date of award, should award be made to Offeror

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected. The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding an aspect of this RFP. Although it is the City's intent to choose only a small number of most qualified consulting firms to interview with the City, the City reserves the right to choose any number of qualified finalists.

SELECTION PROCESS AND CRITERIA

Consultants are urged to submit concise proposals, appropriate to the scale of the project and include only items that are relevant to this specific project.

The RFP process will establish a ranking based on how each proposal meets the qualifications of the Scope of Services and requirements of the RFP. The proposal shall conform to the Proposal Format and Requirements. It is important that all listed items be included in the proposal. Proposals which do not comply with all of the requirements or the proposal deadline will not be considered. The City reserves the right to reject any or all proposals without qualifications, and to negotiate specific requirements and costs using the selected proposal as a basis.

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The City may also contact and evaluate the consultant's references; contact any consultant to clarify any response; contact any current users of the consultant's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The City shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the City.

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

At the conclusion of the evaluation the City will enter into contract negotiations with the top-ranking firm. If negotiations with the top-ranking firm are unsuccessful, negotiations will terminate and the City will undertake negotiations with the second-ranking firm. City staff will make recommendations to the City Council, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed.

The selected consultant shall be required to enter into the City's standard professional services agreement (see attached) and comply with all applicable insurance requirements. A current City business license is also required prior to the execution of the Services Agreement.

Proposals will be evaluated based on the following criteria:

- Proposed Work Plan and Approach
- Demonstrated understanding of the tasks to be completed
- Firm's expertise and experience of personnel assigned to the project
- Completion of similar projects and references
- Time required to accomplish the requested services

SCHEDULE

Below is a preliminary schedule for the project. With the exception of the proposal submission deadline, it is possible these dates could change. Nonetheless, it is of the utmost importance to the City to move quickly through this scope of work.

| Schedule | |
|---|------------------------|
| Distribution of RFP | July 27, 2017 |
| Deadline for submission of questions | August 17, 2017 |
| Responses to Questions Posted | August 24, 2017 |
| Deadline to submit proposals | August 31, 2017 |
| Proposal review by City selection committee | September 11-14, 2017 |
| Interviews with finalists | September 26-28, 2017 |
| Project to commence | October, 23, 2017 |