CITY OF OCEANSIDE

REQUEST FOR PROPOSALS

FOR CONSULTING SERVICES

TO ASSIST IN THE FORMATION OF AN OVERLAY LIGHTING DISTRICT WITHIN THE RANCHO DEL ORO NEIGBORHOOD OCEANSIDE, CALIFORNIA

The City of Oceanside ("City") is issuing this Requests for Proposals ("RFP") for consulting services assisting in the formation of an overlay lighting district within the Rancho Del Oro neighborhood in the City of Oceanside, County of San Diego, State of California ("Subject Property"), more particularly described on attached Exhibit "A", incorporated herein by this reference. The City is soliciting proposals from an individual or entity (hereinafter referred to as "Consultant") interested in determining the appropriate financing mechanism and preparing an analysis report of findings to support the overlay lighting district.

Scope of Work:

Phase 1 – Determining Financing Mechanism

- 1. Meet with the City staff to discuss the scope of the work, the proposed project schedule, any properties that may have special needs, considerations or exemptions, and other information regarding the proposed services to be funded and properties to be included.
- 2. Gather support data, preliminary cost estimates for all components, locations of the proposed public improvements to be maintained, and any other pertinent information relating to the proposed district.
- 3. Compile a database based on the Assessor's Roll information for the properties within the boundaries of the proposed district, including property size, land use data and property ownership.
- 4. Coordinate with the San Diego County Registrar of Voters to verify the number of registered voters in the proposed district area.
- 5. Prepare an Analysis Report, in letter format, incorporating the research performed and the estimated costs to be funded.

Phase 2 – District Formation

1. Prepare an Engineer's Report or Special Tax Report in accordance with the statutory requirements for the selected funding strategy. The report will include an estimate of the

costs to be funded by the proposed district, a diagram showing the area to be included within the boundaries of the proposed district, a preliminary roll showing the assessment or special tax to be levied upon each parcel upon formation of the proposed district, and a description of the methodology for apportionment of the assessment or special tax.

- 2. Prepare a boundary map per the requirements of the enabling state legislation.
- 3. Provide draft resolutions/ordinances for the formation of the district for review by the City's legal counsel.
- 4. Provide ballots in accordance with the requirements of Proposition 218 and the enabling state legislation for the formation of the proposed district.
- 5. Attend City Council meetings as required for the formation of the district.
- 6. Coordinate with City staff the recordation of any maps or other documents as required for the proposed district formation.

Selection Process

The selection of a Consultant is anticipated to occur through the process outlined herein and based on the described selection criteria and submittal requirements.

Procedures/Schedule

The procedures for selection are as follows:

- 1) Proposals are requested to be submitted to the City within 45 days of the date of this RFP;
- 2) Following timely receipt, submissions will be reviewed by staff within 30 days;
- 3) The most desirable and qualified Consultant may be invited for an interview and presentation of their proposal; and
- 4) Following review and discussions with the Consultants and an analysis of the proposals, staff will recommend selection of Consultant to negotiate a agreement with the City.

Submittal Requirements

Please provide the information requested below in the proposal.

- 1) The scope of work to be completed by Consultant, including a detailed schedule.
- 2) Requested responsibilities of the City.
- 3) Consultant project team.
- 4) Consultant exclusions.
- 5) Fee for Consultant's work.

Conclusion

We appreciate your interest in the City of Oceanside and look forward to discussing your qualifications with you in the near future.

Submittal packages should be addressed to:

City of Oceanside Attention: Rosa Jones, Property Specialist 300 North Coast Highway Oceanside, California 92054 760-435-5176 rjones@ci.oceanside.ca.us

Please return your response no later than 4:00 p.m., October 3, 2013