

**CITY OF GUADALUPE
REQUEST FOR PROPOSALS (RFP)**



**City of Guadalupe
Elevated Tank
Cell Agreement Review**

RFP SUBMITTAL DEADLINE – November 22, 2022 – 2:00 PM

**CONTACT:
Shannon Sweeney**

Public Works Director/City Engineer

**City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434**

E-mail: ssweeney@ci.guadalupe.ca.us

**Submit Questions or Comments to the above Contact by
November 8, 2022 – 4:00 PM**

CITY OF GUADALUPE REQUEST FOR PROPOSALS

Elevated Tank

Cell Agreement Review

The City of Guadalupe, California is soliciting proposals from legal firms interested in assisting City staff to review and understand an existing cell tower lease agreement.

The City owns and operates a 110,000 gallon elevated water tank at 4550 10th St. in Guadalupe. The current tank was built in 2008 to replace a tank that had exceeded its useful life. Recent tank inspection reports have identified maintenance needs. Please note that the water tank is not required for water storage but is a City cultural icon. In 2012, the City consolidated its multiple lease agreements for cell service provider antennas on its elevated tank into one 40-year agreement.

Outstanding questions that the City is looking to more fully understand include the following:

- City obligations for maintaining the current elevated tank for water storage.
- City obligations for maintaining cell service during maintenance.
- Clarification on the ongoing revenue stream to be expected.
- Options for providing an alternative structure, such as an artificial tree.

A deliverable of this project is a report answering the above questions.

The City of Guadalupe is looking for a legal team with experience in developing, negotiating and interpreting lease agreements between municipalities and cell carriers.

Background

The City of Guadalupe (“City”), California is an incorporated city of 8,200 located in northern Santa Barbara County approximately four miles inland from the Pacific Ocean along the scenic coastal Highway 1. The City is approximately 1.4 square miles and is situated in the heart of the fertile Santa Maria Valley, an agricultural region of statewide and national importance. US Highway 101 (US 101), a regional highway linking California’s coastal cities, is located 10 miles to the east.

The City will use the RFP process to hire a legal firm to evaluate its current lease agreement.

Preliminary Timeline

RFP Announced	October 28, 2022
Deadline for RFP Questions	November 8, 2022 @ 4:00PM
Responses to Questions	November 10, 2022 by close of business
Proposals Due	November 22, 2022
Council Approval	December 13, 2022
Notice to Proceed	December 20, 2022

RFP Questions

To assist firms interested in submitting proposals to the City for this Project, clarification questions may be submitted to Shannon Sweeney by email at ssweeney@ci.guadalupe.ca.us by November 8, 2022. **Include “RFP Questions” in the subject line of the email.** Questions via phone will not be accepted. Pertinent questions and answers will be formalized and issued as an addendum to this RFP and will be posted on the City website by end of business **November 10, 2022**.

RFP Location on the City Website

<http://ci.guadalupe.ca.us/document-category/bid-packages/>

Submittal

Submit proposal to Shannon Sweeney, Public Works Director, at 918 Obispo Street, Guadalupe, CA 93434. The deadline for submissions by interested parties is **November 22, 2022**.

Proposal shall not exceed 10 pages in length. Proposals shall contain sufficient information for City staff to evaluate your firm’s qualifications and experience and completing the requested scope of work.

Estimated Budget/Timeline

In a separate sealed envelope, mailed to the address below, submit the requested Price Estimate. *This submission will be used to negotiate with the initial winning RFP submission.*

Submit To:

Shannon Sweeney, Public Works Director, 918 Obispo Street, Guadalupe, CA 93434

Price Estimate

List the price estimate for completion of this project as follows:

Provide a breakdown of costs by hour and by task contained in the Scope of Work.

Provide a total “not to exceed” amount inclusive of ancillary costs, such as copying, travel, phone, etc to complete the identified scope of work. Outside of that total “not to exceed amount,” provide an hourly rate for follow-up work. The City reserves the right to negotiate the scope of work, overall price estimates and hourly rates prior to entering into a contract with the selected legal firm.

Scope of Work

The Scope of Work is expected to include, but not be limited to, the following tasks:

1. **Review lease agreement and existing conditions.** Including lease agreement, most recent inspection report.
2. **Evaluate revenue.**
3. **City staff meeting.** Present information, answer questions.

RFP Evaluation Components/Criteria

A selected advisory committee will evaluate qualifications using the selection criteria below. The City will review and approve qualifications based on recommendations of the selection advisory committee to ensure the selection criteria is used correctly and without bias.

Contract awarding is contingent on final approval by the City Council.

Scoring Criteria

Point scoring as shown below will be used to determine the most qualified submission. The City will then begin the negotiations for an agreement with selected legal firm.

Criteria	Points
Experience working with municipalities, especially small cities..	Maximum points 30
Experience with cell carrier agreements, especially on water facilities.	Maximum points 30
Management, team organization and skills of key staff.	Maximum points 10
Submitted references from minimum three similar projects.	Maximum points 30
Maximum Points	100

Any organization failing to submit information in accordance with the procedures set forth in this RFP may be subject to disqualification. The City reserves the right to change the solicitation schedule or issue amendments to the solicitation at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the submission. The City reserves the right to reject any and all submissions at any time, without penalty. The City reserves the right to refrain from contracting with any respondent.