



CITY OF LAGUNA BEACH
Community Development Department
505 Forest Avenue,
Laguna Beach, CA 92651
(949) 497-0712

REQUEST FOR PROPOSAL FOR
PREPARING MINUTES FOR
CITY OF LAGUNA BEACH COMMISSION,
COMMITTEE AND BOARD PUBLIC
HEARINGS/MEETINGS

January 29, 2020

Proposals Due:
Monday, February 24, 2020 by 5:30 p.m.

I. OVERVIEW

The City of Laguna Beach is seeking an independent contractor to prepare summary minutes for certain City Commission, Committee and Board meetings/public hearings. This RFP is intended to provide interested individuals or firms with sufficient information to prepare and submit proposals for consideration by the City of Laguna Beach. The City intends to accept the most advantageous proposal based on the evaluation criteria stated below.

II. SCOPE OF WORK

The scope of the contract services includes, but is not limited to, the minimum required service stated herein. Interested individuals/consultants are encouraged to prepare a proposal to provide the following services:

- (a) **Prepare summary minutes for various City Commission, Board and Committee meetings/public hearings.** The selected consultant will generally be responsible for preparing summary minutes for the City's Planning Commission, Design Review Board, Heritage Committee and View Restoration Committee. Various other additional special meeting minutes may also be requested;
- (b) **Number of meetings, meeting durations and duration of consultant/individual services.** Typically, the requested contract for services will include a minimum of at least four meetings per month; however, several (approximately 2-3) additional meetings may be requested per month. Meetings can be as short as one hour or last as long as approximately six hours. The City is looking for an individual/consultant to work for the City in this capacity for a continual and as needed basis;
- (c) **Summary minute's transcription.** Several of the meetings are recorded with City existing audio and video services, and the individual or consultant will have the discretion to propose either attendance of individual meetings, providing summary minutes by transcription of the meetings by use of the City's audio/video, and/or both. For certain meetings that are not recorded, the individual or consultant must attend the meetings. The City also may consider individual or consultant suggestions for other applicable technologies to provide summary minutes. Summary minutes do not have to be verbatim; however, the summary minutes provided are to include the general topic and direction discussed during the public hearing/meeting and the names of the individual's commenting;
- (d) **Summary minute's format and turnaround.** Summary minutes shall be transcribed using Microsoft Word software and submitted to the City in electronic format. The summary minutes shall be submitted to the City within two-weeks of the hearing/meeting day.

III. SCHEDULE

January 29, 2020 – Notice inviting Request for Proposals/Qualifications released
February 24, 2020 – Request for Proposals due
March/April – Consultant selection approved by City Manager and Notice to Proceed

IV. SELECTION CRITERIA/QUALIFICATIONS

Primary consideration will be given to proposals that demonstrate the highest qualifications and understanding of the project scope. Consultants submitting proposals should meet the following criteria and provide information acknowledging such compliance:

- Have dedicated staffing experience providing minute and/or summary minute services to a public agency.
- Have dedicated staffing experience skilled in the use of Microsoft Word software or other minute taking software.
- Have dedicated staffing with good understanding of English grammar, punctuation and spelling.
- Have talented, friendly and experienced staff available for contract services on a continual and as needed basis.

V. RESPONDENT SUBMITTAL REVIEW REQUIREMENTS

The selected consultant will demonstrate and describe how their experience qualifies them to be selected to provide the requested summary minute services and the RFP submittal package shall include:

1. A letter of transmittal.
2. Describe the company or individual, competencies and experience, as well as education and experience of each team member and emphasize experience relevant to the assignment.
3. An explanation of consultant's/individual's understanding of the City's needs related to this project, as outlined in the Scope of Work, including a detailed description of the methodology, approach and specific tasks.
4. A description and cost estimate of any additional services required that can improve the City's ability to provide summary minutes.
5. Background and experience, including resumes of key staff involved and brief examples of similar completed project scopes that these staff members have contributed to. Identify the project manager.
6. A description of the consulting team and a consultant staffing and management plan to be used to complete the project scope of work.
7. A description of consultant's capabilities and ability to complete the outlined scope of work.
8. A cost estimate for each of the tasks outlined in Section II Scope of Work and all deliverables/services included in this proposal and all personal and billing rates.
9. Provide relevant samples of work.
10. Provide a relevant list of project references. A minimum of three references should be included in an appendix to the proposal, as follows:
 - Project type (public/private, size, location, etc.)
 - List public/private contact by agency/company and individual contact along with address, phone number and email address (if available).
11. A commitment to negotiate in good faith and a Professional Services Agreement for **completion of the tasks outlined in the scope of work**, including a not-to-exceed compensation total for expenses and reimbursables.

A complete proposal containing **eight (8) copies**, including all pertinent information and references as requested, must be **received by 5:30 p.m. Monday, February 24, 2020**. The submittal package shall be comprehensive, well-organized, concise and limited in size. Samples of documents and photographs that the respondent has prepared for similar projects should be included. If large, and/or multiple sample projects are to be submitted, please send an abridged written summary of each and digital files of the actual documents and photographs. (*Hard cover binders are not acceptable.*)

VI. LIMITATIONS

1. All reports and pertinent data and/or materials shall be the sole property of the City of Laguna Beach and may not be used or reproduced in any form without the explicit written permission of the City.
2. This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of the proposal response to this request, or to produce or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations and to submit such price and technical or other revisions to their proposals, as may result from negotiations.
3. The City has the authority to terminate its contract with the individual/consultant at any time during the period of the study if it is found by the City that the individual/consultant's performance is not satisfactory.
4. All proposers are hereby notified that, during any prospective performance, individual/consultant must agree to provide Equal Employment Opportunity and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, marital status, national origin, sexual orientation or HIV positive findings. Such actions shall include but are not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay, or other forms of compensation, and selection for training, including apprenticeship.
5. In the event of individual/consultant's noncompliance with the non-discrimination provisions of the prospective contract, the City shall impose such contract sanctions as it may determine to be appropriate including, but not limited to, withholding of payments to consultant under the contract until consultant complies and/or cancellation, termination, or suspension of the contract, in whole or in part.

VII. INSURANCE REQUIREMENTS

The consultant shall maintain the following minimum insurance during the duration of the project:

(Per attached sample of standard form of agreement)

Please note the agreement will not be executed by the City of Laguna Beach until after the consultant is selected and the appropriate insurance certificates are received and approved by the City.

VIII. FORM OF AGREEMENT

The individual/consultant will enter into an agreement with the City based upon the contents of this RFP, the consultant's proposal, and a standard form of agreement enclosed herewith (Attachment A). The individual/consultant should describe any exceptions to the standard form of agreement in the proposal and the City also reserves the right to modify the service agreement/contract.

IX. FILING AND SELECTION PROCESS

The Director of Community Development (or assigned City staff) will evaluate all proposals according to the demonstrated technical competence and suitability of the prospective individual/consultant. The selection process may involve narrowing the total number of interested parties to a short list. These consultants may be interviewed, with one consultant being recommended for selection by the City Council, which will make the final selection and award the contract.

City of Laguna Beach - RFP
Summary Minutes Services Contract

The City reserves the right to disqualify submittals based on insufficient response to this Request for Proposals. The City also reserves the right to negotiate specific requirements and costs.

All proposals must be received at Laguna Beach City Hall by:

5:30 p.m. Monday, February 24, 2020.

City Contact: Please direct all questions, correspondence, and proposals to:

Christina Brown, Administrative Assistant
Community Development Department
City of Laguna Beach
505 Forest Avenue
Laguna Beach, CA 92651
(949) 497-0329
cbrown@lagunabeachcity.net

Attachment A: City Standard Consultant Agreement with General Provisions (sample)