



# Shasta Mosquito and Vector Control District

Request for Proposals (RFP) for Support Services:  
Assessment Engineering Services and Professional Benefit  
Assessment Administration Services: 3-year Contract

RFP Release Date: Tuesday, February 19, 2019

RFP Due Date: Friday, March 8<sup>th</sup>, 2019

Contact:

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District Manager

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## General Information

The Shasta Mosquito and Vector Control District (District) was formed in 1919 and serves 1,013 square miles and roughly 156,000 Shasta County residents. SMVCD is an independent, non-enterprise, special district. The District operates under the provisions of Sections 2000-2093 of the Health and Safety Code of California. The District is governed by a five-member Board of Trustees. The Board determines the general policies, employs the District Manager, and approves the annual budget and controls expenditures. One board member is appointed by the city council of each of the incorporated cities within the District: Anderson, Redding and Shasta Lake. Additionally, two Board members are appointed by the Shasta County Board of Supervisors.

The District is financed by a combination of ad valorem property taxes and by Mosquito and Vector Control Special Benefit Assessment charges. The benefit assessment amounts, which vary for different parcels, are determined by land use and size, and are collected by Shasta County.

Currently, SMVCD employs a fulltime staff of fifteen. The District's field technicians are certified by the California Department of Public Health for the use of public health pesticides, and some staff maintain their Qualified Applicators License through the Department of Pesticide Regulation.

The District employs an integrated vector management (IVM) approach in its control of disease transmitting and human biting mosquitoes. Most control activities target immature mosquitoes that develop in over 20,000 unique breeding habitats and over 10,000 catch basins and other man-made habitats within the District's service area. Control of adult mosquitoes is also conducted to reduce the risk of disease and annoyance.

SMVCD monitors the distribution of *Ixodes pacificus* (Western black legged tick) ticks that are capable of transmitting Lyme disease, human granulocytic anaplasmosis and babesiosis. SMVCD works closely with cooperating agencies to provide information to citizens to reduce the risk of tick transmitted diseases.

SMVCD performs some limited monitoring of rodent-borne diseases including; hanta virus, tick-borne relapsing fever and bubonic plague. In addition, SMVCD works closely with the California Department of Public Health (CDPH) in providing information to citizens to reduce the risk of tick transmitted diseases.

SMVCD provides information, using a diverse network of outlets and venues, designed to inform citizens about its activities and to assist citizens in managing the impact of biting insects and ticks on their health and well-being.

The District's 2018-2019 adopted operating budget totals \$2,750,835.

The District's 2018-2019 forecasted revenue comes from a combination of Ad Valorem Property tax, and two special benefit assessments from two different geographic regions. The District maintains three (3) Special Benefit Assessments:

1. The District first levied a Benefit Assessment in 1997; this benefit assessment has a maximum rate or \$7.02 per single family home. The District currently levies this assessment at \$0.00. This keeps the assessment authorized so that it may be levied in future fiscal years as needed.
2. The District levied a second Benefit Assessment in 2005 (BA 1) as voted by a mailed ballot majority of the historic pre-proposition 13 sphere of influence. This assessment encompasses the

central area of Shasta County including the cities and towns of Redding, Anderson, Enterprise, Shasta Lake, Palo Cedro, Millville, Centerville, Olinda, Cottonwood as well as unincorporated areas within Shasta County. This was levied at \$18.80 for 2018/19, which is below the maximum allowed assessment.

3. The District levied a third Benefit Assessment in 2007 (BA2) as voted by a mailed ballot majority in the District's newly annexed areas which include Igo, Ono, French Gulch, Lakehead, Sweet Briar, Castella, Shingletown and Viola. This was levied at \$25.88 for 2018/19, which is the maximum allowed assessment.

The District is requesting proposals from qualified professional firm(s) experienced in Assessment Engineering Services and Administration.

Activity	Date
RFP Issued	February 19 <sup>th</sup> , 2019
Proposal Submittal Deadline	March 8 <sup>th</sup> , 2019
Selection of Firm	April 16 <sup>th</sup> , 2019
Firm to begin	Fiscal Year 2020-2021

The District has made every effort to include sufficient information within this request for proposal to ensure a firm can make an accurate, comprehensive proposal.

Proposal Submittal Deadline: Proposals must be clearly marked and submitted either in a sealed envelope plainly marked on the outside: “**Assessment Engineering Services and Professional Benefit Assessment Administration Services**” or an email with the same subject line no later than **11:00AM, March 8<sup>th</sup>, 2019**. Late submissions after the deadline or proposals delivered by fax will not be accepted. If submitting via sealed envelope submit and label as follows:

Shasta Mosquito and Vector Control District

Attn: Peter Bonkrude, District Manager

19200 Latona Rd Anderson, CA 96007

Or via email:

[Contact@shastamosquito.org](mailto:Contact@shastamosquito.org)

Proposal Review: The District will evaluate each proposal submitted. It is anticipated that the review process will be completed by April 11<sup>th</sup>, 2019 and approval by the Board April 16<sup>th</sup>, 2019.

Results: No notification will be sent to unsuccessful bidders.

## Format of Proposal

**Letter of Interest:** Please include a letter expressing the Consultant's interest in providing the District with Engineering Services. In this letter, please include the following:

- A statement regarding the Consultant's availability for dedicated time, personnel, and resources to this effort during the period of three years.
- A Commitment to the availability of the Consultant and all key project staff during the contract period.
- A description of your approach to successfully fulfilling the requirements within the proposed budget and schedule.

**Company and Project Manager Information:** Please include a brief description of your company, including the following information:

- Length of time in business
- Location of headquarters and any field offices
- Description of services that your company specializes in
- Brief biography of proposed Product Manager and Principal-in-charge (if that person is different from the Project Manager) and all other applicable staff. A project manager must be designated and must be the principal contact for the District. In this biography, please include at least three different references for the Project Manager and Principal-in-charge.
- A listing of relevant staff (organization chart)

**Relevant Experience:** Please include information describing the Consultant's experience, demonstrating competence and professional qualifications of the satisfactory performance outlined in the Proposed Scope of Work (Attachment A) of this RFP

At a minimum, the Consultant should provide a list of the most recent projects/ clients for which the Consultant has performed similar services of similar size, scope and complexity. This list should include the company name, contact person, address, phone number and/or email of the party for whom the service was provided, as well as any relevant performance description and/or cost.

**Proposed Scope of Work:** Provide a proposed scope of work, which is based on the scope of work contained in Attachment A of this RFP.

**Budget and Schedule:** Based on the proposed scope of work (Attachment A), please provide a detailed budget and schedule for commencement of the contract for fiscal year 2020-2021. In addition, please provide any additional services available or recommended by the consulting agency with a per project or per hour cost.

### Conditions of Request-

General Conditions:

- The District reserves the right to exercise discretion and apply its judgment with respect to all proposals submitted.
- The District reserves the right to reject all proposals, either in part or in its entirety, or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for District staff to analyze the proposals.
- By requesting proposals, the District is in no way obligated to award a contract or pay expenses of the proposing consultant in connection with the preparation or submission of a proposal.
- The District's decision to award a contract will be based on many factors including but not limited to service, cost, experience and quality. No single factor, such as cost, will determine the final decision to award.

- The selected company will be required to assume responsibility for all services offered in the proposal whether they currently possess them within their organization.
- The winning bidder will prepare a contract for review by the District's counsel upon selection.

**Prior Engineer of Work-**

SCI Consulting has provided Engineering Services since 2004

Attachment A- Proposed Scope of Work  
To Be Completed Annually or as described (3-year Contract)

Confirmation of Assessable Parcels and Levy Calculation

1. Meet with District staff, District Board, legal counsel and other individuals as needed to establish timeline, assist with development of budgets, review assessment data, and accomplish other tasks related to administration of the Assessments.
2. Utilize SCI's statewide data, including current parcel attributes and historical information for every parcel in the District.
3. Obtain current assessor data from County Assessor and other sources for all parcels within the District and merge with agency's internal parcel data.
4. Perform a comprehensive audit to identify each parcel that is physically located within the boundaries of the assessments. Research and reconcile any parcels that we find to be within the District's boundary, but to be inaccurately identified by the County Assessor.
5. Create a complete and highly accurate database including every parcel in the boundaries of the assessment districts, including the parcel attributes necessary for calculating the assessments.
6. Determine the number of parcels in each land use category.
7. The Consultant must maintain complete files of Assessor Parcel maps for all parcels in the District. They will utilize the maps to confirm current parcel attributes and research newly created parcels.
8. Meet with or contact District staff and contact property owners, County Assessor staff and other parties as needed to obtain information or verify Assessments.
9. Research and obtain all property characteristics that are needed to properly calculate the correct assessment amount, including location, property type and land area.
10. Update and maintain a database for each parcel within the Assessments. The data for each parcel will include the owner name(s), site address, property values, parcel number, assessment factors, assessment amount, mailing address, site address, parcel type, notes and other useful or relevant data.
11. On a parcel-by-parcel basis, calculate the specific assessment amount for each parcel.
12. Obtain the assessment files for the previous fiscal year and structure this historical levy submittal data so it can be used to help compare and analyze the Assessments. Reconcile the assessment data for the last year with the District's assessment collections to confirm the accuracy of the data.
13. Research changes in property data, property usage, property valuations and assessment changes from the previous year for all parcels within the District, flag all parcels that require property research to determine the appropriate assessment.
14. Research all flagged parcels as well as those parcels or areas designated by District staff as requiring further research.
15. Research or field-check those properties that are flagged for research and for which additional information is needed.

16. Obtain current fiscal year cost information from the District to use as a basis for the cost estimate in the Engineer's reports and for the budget and cost estimate for each zone of benefit.
17. Project costs are based on prior year estimates, actual costs, new or modified services and improvements and other factors. Establish budgets for the Assessments based on information provided by the District.
18. Review the budgets and cost estimates with the District and finalize the budgets after incorporating District input.
19. Using the established assessments methodologies, allocate the estimated cost of services, improvements and expenses to all assessed parcels within the boundaries of each zone of benefit within the assessment districts
20. Run queries on the Assessment rolls to verify and check assessment accuracy for all parcels.
21. Prepare the preliminary Assessment Rolls for the Assessment Districts.

#### Engineer's Reports

1. Work with the District's legal counsel to maintain compliance with any relevant court decisions that relate to Proposition 218 benefit assessments.
2. Carefully evaluate the previous Engineer's reports for the Assessment District. Make recommendations for upgrades to improve compliance with Proposition 218 and other legal requirements. Review proposed upgrades with District, District Counsel and other parties and incorporate comments as appropriate.
3. Prepare comprehensive draft Engineer's Reports for the Assessment District including historical information, the bases of the assessments, the methods of levy, the revenues raised and uses of the funds and the assessment amount for each parcel. The Engineer's Reports will fully comply with provisions of the Government Code, the Health and Safety Code, Proposition 218, Articles XIII C and XIII D of the California Constitution and other relevant code sections.
4. Provide draft copies to the District to review.
5. File the final Engineer's Reports with the District
6. Prepare any needed Board resolutions, following the District's resolution format
7. Prepare and post any required notices for the public hearings.
8. Prepare and assist with publications of any notices for the continuation of the Assessments
9. Attend District Board meeting as needed, including those at which the Engineer's Reports are approved and the public hearing is held.
10. Present the Assessment Rolls to District Board, summarize the assessment methodologies, answer all questions raised and assist in finalizing the project for Board approval.

#### Quality Control and Levy Re-verification

1. After the close of each fiscal year on June 30, obtain the final lien-date Assessor and Tax Roll from the County
2. Create new parcel rolls based on the final County lien roll data.
3. Identify all new or changed parcels that may require an updated or new assessment calculation
4. Perform the necessary additional parcel research to update the parcel characteristics and confirm the assessment amounts
5. Prepare a report of the changes of use, new and/or deleted parcels and verify the assessments of the parcels.
6. Review the final assessment roll information and prepare the final assessment roll listing.

#### District Information, Levy Confirmation and Delinquency Monitoring

1. Make available to the District (preferably web-based) a way to locate parcel data by owner name, parcel number, and street address.

2. Meet Shasta County assessment roll submission requirements and perform tasks needed to submit the assessment levies
3. File approved Assessment rolls with County Auditor for inclusion of Assessments on current fiscal year tax bills.
4. Verify and validate Auditor's levy data prior to the printing of tax bills

#### Manual Billing

1. For any parcels that cannot be collected on the County tax bills, prepare a listing of property owners, addresses, property information, current assessment amount and delinquent assessments.
2. Directly invoice any such property owners for the assessments amounts due for their property, upon agreement of the appropriate assessment threshold to bill, as set by the District
3. Record payment received
4. Produce periodic reports for the tracking of bills paid and those outstanding.

#### Responding to Public Inquiries and Appeals

1. Provide the County Auditor/Tax Collector and the District with phone number and website so property owners can directly contact the consulting company throughout the fiscal year regarding any questions that arise
2. Provide the County Auditor/Tax Collector with a summary and overview of the Assessment and each zone of benefit for Auditor/Tax Collector staff use.
3. Throughout the fiscal year, research and, if necessary, revise any Assessments deemed incorrect by the consulting agency and the District.

#### Defense and Support of the Assessments

1. Provide a full response, support of the assessments and basis for the assessment to any person who questions the assessments or the legal basis for the assessments
2. In the event of any legal challenge or petition against the assessments, provide any, and all professional, assessment engineering and technical support and defense of the assessments.