



*Town of*  
**Apple Valley**

**TOWN OF APPLE VALLEY  
REQUEST FOR PROPOSALS  
OVERHEAD COST ALLOCATION PLAN**

Release Date: September 27, 2021

Responses Due: October 14, 2021

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## **1.0 PURPOSE**

The Town of Apple Valley is requesting proposals from qualified firms for an Overhead Cost Allocation Plan. In addition, the vendor is to provide a mechanism to review and revise the overhead cost allocation plan. The objective is to ensure that the Town of Apple Valley is utilizing comprehensive overhead rates.

## **2.0 BACKGROUND INFORMATION**

Apple Valley, California is located in the High Desert of San Bernardino County, 45 miles north of San Bernardino City just off the I-15 freeway. The Town of Apple Valley, incorporated in 1988 and currently comprising of approximately 200 square miles, has a beautiful setting bordered by rolling hillsides, desert landscapes and vast open spaces. The Town's rich history has transformed the community from a small agricultural town into a thriving and progressive Town; now a diverse population of 74,000 residents call Apple Valley home.

The Town of Apple Valley's General Fund budget for FY 2021-22 is \$36,237,669. The total estimated revenues are \$33,589,498. The Town provides a broad range of services, including public safety, solid waste, sewer; construction and maintenance of streets, roads and infrastructure; planning and zoning; parks and recreation; and general administrative and support services. The cost allocation plan was last updated in 2017.

## **3.0 SCOPE OF THE REQUEST FOR PROPOSAL**

This Request for Proposal (RFP) is a step in the planned procurement action to acquire the desired services and/or products. Firms responding to this RFP shall be prepared to deliver products and perform the work necessary to provide an Overhead Cost Allocation Plan within three to six months of the issuance of a contract.

### **3.1 Scope of Services Required – Overhead Cost Allocation Plan** The Consultant shall complete the following tasks:

Work with selected Town staff to define the purpose, uses, and goals for an overhead cost allocation plan, ensuring that the development of the plan will be both accurate and appropriate for the City's current needs.

Draft an Overhead Cost Allocation Plan and participate in the presentation to select Town staff. Collect and document comments and concerns from staff and Council members.

Prepare the final plan and provide an electronic copy in PDF format and one unbound copy to the Town.

The Cost Allocation Plan Model developed shall also be made available to the Town electronically to provide the ability to add or delete, and/or update information as needed for budgetary purposes only OR the respondent should include pricing for an annual update to the plan for budget planning only.

**4.0 QUALIFICATIONS**

- 4.1 The qualified firms shall have extensive experience developing an overhead cost allocation plan for agencies of similar size and range of services as the Town of Apple Valley.
- 4.2 The qualified firms must be properly licensed, staffed, equipped, and financed to perform the work relevant to a project of this nature.
- 4.3 The qualified firms shall have proven methodologies for the collection and analysis of cost data relevant to a project of this nature and for the conversion of the data to the studies specified in this RFP.

**5.0 PROJECT SCHEDULE**

The major events within the selection process for determining the Overhead Cost Allocation Plan vendor are outlined below. An approximate schedule of these events is as follows:

	<u>Event</u>	<u>Schedule</u>
1.	RFP Issued	September 27, 2021
2.	Receive responses no later than 5:00 p.m. (PST).	October 14, 2021
3.	Oral interviews at City’s discretion	October 25-28, 2021
4.	Selected firm notified	November 1, 2021
5.	Presentation to Town Council for approval	TBD
6.	Begin project	Within 30 days
7.	Complete Overhead Cost Allocation Plan	3-6 months of start
8.	Town Council Workshop (if needed)	TBD
9.	Town Council Meeting	TBD

## 6.0 REQUIRED INFORMATION

### 6.1 Transmittal Letter

A signed letter of transmittal briefly stating the responding firm's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement and a statement that the Proposal is a firm and irrevocable offer for 90 days.

### 6.2 Company Information

6.2.1 Provide the name, address, phone number, fax number, and e-mail address of your firm's contact person for this Request for Proposal.

6.2.2 Provide a description of your firm, including the size (number of employees), number of years in business and areas of specialization.

### 6.3 Project Schedule and Resources

Provide a schedule that includes resources (both Town employees and vendor employees), requirements, step-by-step work plan of all activities involved in the conduct of the work, and time lines for those steps.

### 6.4 Company Expertise

6.4.1 Describe your firm's qualifications to provide the scope of work as outlined in 3.1. Include recent projects of a similar nature.

6.4.2 Provide the background and experience of professional staff to be employed in this engagement. Specify who the Project Manager (lead person) will be for the project. Describe projects of a similar nature in which they had "hands on" responsibility.

6.4.3 Describe your firm's experience in providing knowledge transfer of plan components to agency personnel.

### 6.5 Client References

6.5.1 Provide the names, titles, addresses, and telephone numbers of a contact person for at least three references. It is preferred that this list includes organizations for which your firm has performed similar services as outlined in this RFP. It is preferred that this list include municipalities of the approximate size of the Town of Apple Valley.

6.5.2 Provide a complete listing of all California Municipal agency clients.

## 6.6 Pricing

- 6.6.1 Provide a detailed pricing breakdown of the major project tasks to provide the City's desired solution. Include a "not to exceed" contract amount.
- 6.6.2 Provide pricing associated with training for Town staff for future updates to the Cost Allocation Plan and User Fee Study.
- 6.6.3 Provide any other pricing for services not identified in sections 6.6.1 and 6.6.2.
- 6.6.4 Provide hourly rate sheets.

## 6.7 Compensation Plan

Describe how your firm would propose to be compensated for its services should the Town decide to move ahead with a procurement action for the proposed solution on the basis of fees and/or time and expenses.

## **7.0 SELECTION PROCEDURE**

### 7.1 Green Proposal Package

Each firm shall submit an electronic proposal package, which shall include the items requested below. Failure to include any of the required information listed below may disqualify your RFP.

#### 7.1.1 Content

Each section of your response should be clearly defined and separated from the others. Each section of your response should clearly match the number schema of this RFP. For example, response to item number 6.4.1 should be clearly labeled: 6.4.1.

- 7.1.1.1 Describe your firm's general approach to accomplishing the tasks described in Item 3.0, Scope of the Request for Proposal. If your firm cannot perform one or more of the tasks indicated, describe how your firm will accommodate such a deviation successfully.
- 7.1.1.2 Describe your firm's qualifications as described in Item 4.0, Qualifications.
- 7.1.1.3 Provide the information required in Item 6.0, Required Information.

7.1.1.4 Provide any additional comments or statements that will assist in the evaluation of your firm's information.

7.1.1.5 Provide a vendor contact name, address, phone number, fax number and e-mail address.

#### 7.1.2 Format

Each RFP shall be submitted in PDF format. Each response must be clearly numbered and match the RFP item number schema, i.e., 6.4.1.

#### 7.1.3 Submission Instructions

ALL E-MAILED PROPOSALS SHALL BE ADDRESSED AS FOLLOWS:

Email to: sharris@applevalley.org  
Subject: Cost Allocation RFP Response

#### 7.1.4 Deadline

All proposal packages shall be received at the designated e-mail address no later than, **5:00 pm (PST) on October 14, 2021.**

PROPOSALS WILL NOT BE ACCEPTED THEREAFTER: All proposals received after said date and time will be returned unopened to the submitter.

Town STAFF WILL REPLY TO THE EMAIL CONFIRMING RECEIPT

Please note that your response becomes property of the Town of Apple Valley and a matter of public record.

#### 7.2 RFP Revisions

The Town reserves the right to revise this RFP after it has been issued, but prior to the required response date. In the event of a revision an addendum will be sent to all parties known to have received a copy of the original RFP.

#### 7.3 Evaluation Process

The evaluation of the proposals and the construction of a recommendation of how to proceed with any contract award will be carried out by an evaluation team composed of Town staff and may involve

further discussions with the proposers to clarify items contained within the written proposal. The final approval of any contract award recommendation will necessitate review and approval by the Town Manager and the Town Council.

#### 7.4 Evaluation Criteria

The evaluation criteria to be used for comparing and ranking proposals submitted under this RFP are as follows:

1. Compliance with RFP specifications.
2. Project methodology and work plan.
3. Thoroughness and understanding of the tasks to be completed.
4. Qualifications and experience of the firm and assigned personnel.
5. Recent municipal experience conducting similar studies.
6. References
7. Size, location, and stability of proposing firm
8. Total price or cost to the Town

Cost will not be the sole factor for this award.

#### 7.5 Qualification

The Town reserves the right to proceed with any subsequent procurement contract award to any firm based upon responses to this Request for Proposal and exclude those firms that are deemed not qualified.

#### 7.6 Questions

If additional information is needed to interpret this RFP please submit questions to:

Sydney Harris, Director Finance  
sharris@applevalley.org



## 7.7 Discussions and Right to Reject Proposals

### 7.7.1 Discussions

The Town of Apple Valley may award a contract on the basis of proposals submitted, without discussions, or may negotiate further with those firms within a competitive range. Proposals should be submitted on the most favorable terms the firm can provide.

### 7.7.2 Right to Reject Proposals

The Town of Apple Valley reserves the right to reject any or all proposals.

## 8.0 **Incurring Costs**

The Town of Apple Valley is not liable for any costs incurred by firms in responding to this RFP.

## 9.0 **Disposition of Proposals and Ownership of Data**

### 9.1 Disposition of Proposals

All proposals submitted in response to this RFP shall become the property of the Town and a matter of public record. The firm must identify all copyrighted material, trade secrets or other proprietary information that they claim are exempt from disclosure under the Public Records Act (California Code Sections 6250 et seq.). In the event such an exemption is claimed, the firm shall state in the proposal that they will defend any action taken against the Town to release such exempt material.

### 9.2 Ownership of Data

Upon completion of all work under this contract, ownership and title of all plans, reports and documents produced as part of this contract will automatically be vested in the Town of Apple Valley.