

NOVEMBER 21, 2024



CITY OF EAST PALO ALTO

REQUEST FOR PROPOSALS

YOUTH COMMISSION CONSULTANT

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EAST PALO ALTO, CA 94303**



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Introduction

East Palo Alto is a 2.5 square mile city located in the peninsula of the San Francisco Bay Area. We are adjacent to Menlo Park, Atherton, and Palo Alto, which is an area that has been dubbed Silicon Valley. After struggling for incorporation, the City earned its independence on July 1, 1983. As the youngest city incorporated on the Peninsula, there has always been a youthful energy that springs from engaging all voices. This includes the demographic of our youngest population and valuing their opinion by turning it into action. Whether it be the history of the determination for local education or young people taking on big business for environmental justice change, youth have been up front or behind the scenes leading the charge. While there are several organizations doing great work developing the next generation of our community, there has been a gap in having a formal body that reports to our municipal government on their desires. With the support of the Community Services & Recreation Division, it is the desire of City Council to develop a Youth Commission. To properly launch this Commission, staff is seeking the services of a qualified individual/organization to successfully assist in launching the youth governing body.

Project Description

Following the decision of City Council, staff sought to take the best practices of other local municipalities that have launched successful Youth Commission/Advisory boards. From our initial research, we see there is a need to consolidate the voice of the youth and existing organizations in the City doing similar work. It is staff's desire to recruit a consultant to complete this in-depth research, which includes but is not limited to:

- Examining surrounding communities, Youth Commissions/Boards by completing thorough analysis
- Seek support from the County level on official formation suggestions
- Perform thorough review of East Palo Alto City Council priorities and desires as they relate to a youth-governing body
- Draft bylaws utilizing information received and initial initiatives
- Gather input from community-based organizations (CBO's) and youth on what they would like their focus to be
- Determine what a City commission would add to youth engagement in our City

One of the major components of any youth governing body is directing the Community Services & Recreation Division or City Council to determine what activities and events that should be considered. In the Division, Staff is responsible for Recreation, Special Events, and Senior Services. It would be the charge of this newly formed Commission to make recommendations to



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staff or City Council and then find the best methods to promote to their demographic. Per the Council's direction, the Commission will consist of youth from grades 6-12, which translates to participants age 12-18 who reside in East Palo Alto. There is a target start launch of the governing body in October 2025, with ability for a soft launch and an official launch date.

The Request for Proposal (RFP) Process

It is the goal of the City of East Palo Alto to receive proposals that provide services from any and all interested and qualified proposers. By way of this RFP, the City seeks to obtain the listed services in a manner that maximizes the quality of services while also providing exceptional value to the residents of the City. Successful proposals will be able to show capabilities of performing said services, but not limited to the respondent's demonstrated competency and experience delivering services of a similar scope and types. It will also be imperative that the proposer's personnel be available locally and have adequate resources to complete project scope.

Scope of Work

A. Description

1. Youth Commission Implementation

The successful Contractor will be responsible for developing the initial structure of the East Palo Alto Youth Commission. This determination will come from the review of City Council reports and media to understand it's wishes and goals. There will also be a need to understand the best practices of Youth Commissions in surrounding communities while gathering the voices of youth in our City and other youth-serving organizations. In working with the Community Services & Recreation Division, the Contractor will build a strategy for formation and recruitment of the initial Commission.

2. Specific Activities

Recruitment

- Understand the Purpose: Provide clear objectives and scope of the youth advisory body to identify the skills, experiences, and demographics of potential members then return to City Council and initiate a dialogue to be clear about the purpose so that a draft mission statement can be developed with the intent to determine who said governing body will be advising (Council, staff, etc.) along with specific tasks.



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- Engage with Youth Networks: Connect with local schools, youth focused organizations, community centers, and various other institutions to spread awareness about the organizing body and its mission.
- Ensure Diversity and Inclusion: Representation has been at the forefront of our community. Make sure voices from various backgrounds, cultures, and socioeconomic statuses are welcomed and represented to create a diverse and inclusive environment that accurately reflects East Palo Alto.
- Develop Engaging Recruitment Materials: Create visually appealing and informative materials, such as flyers, social media posts, and videos, to attract youth interest and effectively communicate the benefits of joining the commission.
- Host Information Sessions and Workshops: Organize and pop up at events where interested youth can learn more about the advisory body, its goals, responsibilities, and the application process. Provide opportunities for interactive discussions and Q&A sessions.
- Leverage Existing Youth Leaders: Collaborate with established youth leaders, student councils, and community activists who can serve as ambassadors to promote the advisory body and encourage their peers to get involved.
- Streamline Application and Selection Process: Design a straightforward and accessible application process that allows interested youth to easily apply. Implement fair and transparent selection criteria, such as interviews or group discussions, to evaluate candidates' suitability for the commission.

Meeting Structure

- Normal meeting cadence: With this being a non-Brown Act body, should the advisory body meet monthly? Bi-monthly? Quarterly? Will it meet during summer months?
- Time of Meeting: Determine what are the best days and times to receive the highest level of engagement
- Annual Retreat or Planning Session: How often should youth come together to determine what their action plan should be?

Bylaw Research

To build out the bylaws, research should be performed that will determine;

- Name of the youth governing body
- Membership requirements
- Meetings & Quorum
- Officers & Leadership
- Decision Making & Advisory Status



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- Dissolution of Advisory Body

Training and Leadership Focuses

- Determine what training opportunities a youth governing body would benefit from
- How can we place this governing body in a greater position to succeed
- What leadership programs exist to provide this group with greater knowledge base

Evaluation

Identify the best methods for proper evaluation of this governing body, not limited to;

- Surveys and Feedback Forms
- Key Performance Indicators
- Outcome Evaluation
- Interviews and Focus Groups
- Peer Review and External Evaluation

Key Stakeholder Development

To make sure that we have an invested community in support of the Youth Governing Body, determine the organizations that we should be communicating with, the best method of communication, how often we should seek their involvement, etc.

B. Term of Agreement

The anticipated duration of the agreement will be for one (1) year with an option for two six-month extensions at City Manager discretion beginning on January 6, 2025. Proposals should include breakdown of anticipated expenses for the term provided including but not limited to staff, document preparation, meeting budget, etc.

3. Proposal & Project Timeline and Contacts

a. Key Dates

RFP Issued	November 21, 2024
Request for Clarifications Due	December 6, 2024
Proposal Submittal Deadline and Formal Opening Bid Opening Zoom Link: https://us06web.zoom.us/j/85252322620	December 20, 2024 4pm
Interviews with City Staff	January 7, 2025
Contract awarded by City Council	January 21, 2025

b. Contacts

Inquiries concerning the RFP must be received by email and should be addressed to:

Maurice Baker, Community Services Manager, mbaker@cityofepa.org

Proposals (excluding cost proposal) must be submitted via email to Maurice Baker, Community Services Manager, mbaker@cityofepa.org.

Cost proposals must be delivered, in hard copy, in person or by mail to the City to:

City of East Palo Alto
Office of the City Clerk – BID Youth Commission
Consultant James Colin, City Clerk
2415 University Avenue, 2nd FL
East Palo Alto, CA 94303

Submissions must be received, in full, by the City at or before the stated time will to be considered.

4. Proposal Guidelines

a. General Guidelines

Failure to comply with the requirements set forth in this RFP may result in disqualification. To be accepted, proposals and/or modifications must be received at the hour and date specified above. Submitted proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing before the submittal deadline. No handwritten notations or corrections will be allowed. The responding Consultant is solely responsible for all costs related to preparing the proposal.

The City reserves the right to reject all proposals and to waive any minor informalities or irregularities in any proposal. Acceptance of any proposal submitted under this RFP shall not make up any implied intent to enter a contract.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be on conforming to the RFP instructions, responding to the RFP requirements, and providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected.

b. Proposal Sections

The following proposal sections are to be included in the Proposer's response:

Sections I – III are to be submitted in a single file emailed to the Greg Henry while Item IV must be submitted physically to the City Clerk by mail or hand delivered. All sections must be submitted via the proper procedure by the time of the Formal Opening.

I. **Letter of Transmittal**

A signed letter of transmittal briefly stating the firm's understanding of the work to be completed, 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. List all subcontractors, if any.

II. **Technical**

The Technical Proposal shall address all points outlined in the request for proposals (excluding any cost information, which should only be included in a separate Cost Proposal). The proposal shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this request for proposals. While additional data may be presented, the following subjects must be included and shall represent the criteria against which the proposal will be evaluated:

- A. Experience- The Proposer shall state the organization/entity structure, range of service performed, and the number and nature of the professional staff to be employed in this engagement.
- B. Qualifications - Identify the principal supervisory and management staff and include all staff who may be assigned to this engagement. Please include resumes of the principal supervisory and management staff. Preference will be given to proposers with significant percentages of personnel who are bilingual (English and Spanish).
- C. Similar Engagements with Other Entities - List the most significant engagements (maximum - 5) performed in the last three (3) years that are similar to the engagement described in this request for proposals. These engagements should be ranked based on total staff hours.
- D. References - Provide a list of not less than three (3) client references for whom services like those outlined in the RFP are currently being provided. For each reference listed provide the name of the organization, dates for which the service(s) are being provided, type of service(s) being provided and the name, title, address, telephone number, and e-mail address of the responsible person within the reference's organization. The City reserves the right to contact the listed references. References can include those entities listed in the similar engagement section.

Proposed Changes to Contract Template

The proposal should include requested changes (if any) to the standard City professional services contract.

IV. Fee Proposal and Cost Estimates

The fee proposal shall be separately submitted, physically, and contain all pricing information relative to performing the scope of services as described in this RFP.

The cost proposal should contain all pricing information relative to providing the services as described in this request for proposals. The hourly rate for all positions is to contain all direct and indirect costs including all out-of-pocket expenses. The City will not be responsible for expenses incurred in preparing and submitting the technical information relative to performing the scope of services as described in this RFP. The cost proposal should contain all pricing information relative to providing the services as described in this request for proposals. An hourly rate for services rendered is to contain all direct and indirect costs including all out-of-pocket expenses. The City will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid.

- a. The first page of the sealed dollar cost proposal shall include the following information:
 - i. Name of Respondent/Organization
 - ii. Certification that the person signing the proposal is entitled to represent the organization/entity, empowered to submit the proposal, and authorized to sign a contract with the City.
- b. Manner of Payment - Progress payment will be made based on hours of work completed and the position providing the service.

c. The cost proposal shall be submitted in following format:

i. Youth Commission Consultant

Total Price:

ii. ESTIMATE OF COST BREAKDOWN

Description of Services	Hours	Hourly Rate
Total		

5. Selection Criteria and Evaluation Process

The project's core implementation team, comprised of City staff, will be responsible for the bid evaluations. This team, in accordance with the criteria listed below, will evaluate all proposals received as specified. The City team members, in applying the major criteria to the proposals, may consider additional criteria beyond those listed.

The final selection will be the entity which, in the City's opinion, is the most responsive and responsible, meets the City's requirements in providing this service, and is in the City's best interest. The skill and ability of the entity performing the services is a key component of the selection criteria. Consultants will be objectively evaluated based on their responses to the project scope outlined in the RFP. The written proposal should clearly demonstrate how the firm could best satisfy the requirements of City.

The City maintains the sole and exclusive right to evaluate the merits of the proposals received. The City will consider the ability, capacity, skill, character, integrity, reputation, judgment, and expertise in the award of the project. Cost will be one of the factors in determining the selection, and as such, the contract might not be awarded to the lowest Proposer.

The City will undertake the following evaluation process:

- The City will review and evaluate all submitted documents received in response to the RFP.
- After the submittals are evaluated and ranked, the City, at its sole discretion, may elect to interview one or more respondents. Please note that respondents may be asked to submit additional documentation. In addition, the City reserves the right to select a proposal without conducting interviews.
- If a commitment is made, it will be to the most qualified with whom City is able to successfully negotiate the compensation and terms and conditions of all agreements.
- Once a contractor is selected, staff will make a recommendation to the City Council. Final selection of a Contractor and authority to proceed with these services shall be at the sole discretion of the City Council.
- Any chosen Consultant will be required to possess and maintain a valid City of East Palo Alto Business License

I. Insurance Requirements

- a. Commercial General Insurance. VENDOR, at its own cost and expense, shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. VENDOR's general liability policies shall be primary and shall not seek contribution from the City's coverage and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that City and its officers, officials employees, and agents shall be additional insureds under such policies.
- b. Any failure of VENDOR to comply with reporting provisions of the policies shall not affect coverage provided to the City and its officers, employees, agents, and volunteers.
- c. Coverage shall state that VENDOR insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.
- d. Coverage shall contain a waiver of subrogation in favor of the City.

II. Business Automobile Liability

- a. VENDOR shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CAS 00 01 (or equivalent) with a limit of no less than one million dollars (\$1,000,000) per accident.
- b. Automobile Insurance. VENDOR shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.

III. Workers' Compensation and Employer's Liability - Statutory.

- a. VENDOR shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000.00). VENDOR shall

submit to City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

- i. Proof of Workers' Compensation is not required if Vendor provides written verification that they have no employees. All Vendors shall be required to complete an East Palo Alto "Workers Compensation Certification" form.

IV. Abuse and Molestation Liability Insurance

- a. VENDOR shall procure abuse and molestation liability insurance with limits of not less than one million dollars (\$1,000,000.00) per occurrence.

V. All Coverages

- a. It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum insurance requirements of this agreement are sufficient to cover the obligations of the Contractor under this agreement.
- b. Each insurance policy required by the agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the City, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.

VI. The insurance shall cover on an occurrence or an accident basis, and not on a claims made basis.

VII. All self-insurance, self-insured retentions, and deductibles must be declared and approved by the City.

VIII. Evidence of Insurance – Prior to commencement of work, the VENDOR shall furnish City with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The VENDOR must agree to provide complete, certified copies of all required insurance policies if requested by the City.

f. Acceptability of Insurers – Insurance shall be placed with insurers admitted in the State of California and with an AM Best rating of A-VII or higher.

The Attachment is the City's standard consulting services agreement. Consultants interested in proposing on this RFP should be prepared to enter into the agreement under the standard terms and should be able to provide the required insurance. If the City is unable to negotiate a satisfactory agreement, with terms and conditions the City determines, in its sole judgment, to be fair and reasonable, the City may then commence negotiations with the next most qualified firm in sequence, until a firm is selected, or a determination is made to reject all submittals.

Conditions of Proposal Acceptance

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. The City reserves the right to: waive any minor irregularities or informalities contained within an RFP, and/or reject any or all proposals received as a result of this request, and negotiate with any qualified contractor, or to cancel the RFP in part or whole. All proposals and material submitted will become the property of the City and will not be deemed confidential or proprietary. The City reserves the right to award in whole or in part, by item or group of items, by section or geographic area, when such action serves the best interests of the City. The City and Contractor may agree to add additional areas to the contract (Attachment) by mutual agreement later. The City may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis.

Attachment – Consulting Services Agreement

Provided in a separate file.