

GLENN COUNTY HEALTH AND HUMAN SERVICES AGENCY

ASSESSMENT ENGINEERING AND PROFESSIONAL BENEFIT ASSESSMENT AND  
SPECIAL TAXES ADMINISTRATION SERVICES

REQUEST FOR QUALIFICATIONS NO. 2021-01



**Proposals must be received no later than 3:00 P.M., Wednesday, March 3, 2021**

County of Glenn  
Health and Human Services Agency  
Jennifer Warren, Staff Services Specialist  
P.O. Box 611  
Willows, CA 95988  
admin@countyofglenn.net  
(530)934-1578

**TABLE OF CONTENTS**

**A.    CONTACT INFORMATION .....3**

**B.    GENERAL INFORMATION.....3**  
    Purpose .....3  
    Selection Process.....4  
    Contract Requirements .....4  
    Service Period .....5

**C.    BACKGROUND INFORMATION.....5**

**D.    SCHEDULE .....5**

**E.    PROPOSED SCOPE OF SERVICES .....6**

**F.    STATEMENT OF QUALIFICATIONS – SUBMITTAL REQUIREMENTS.....7**

**G.    CONSULTANT CONTRACT AND INSURANCE REQUIREMENTS .....9**

**H.    CONSULTANT SELECTION PROCESS.....10**

**I.    METHOD OF PAYMENT .....11**

**J.    AUDIT AND REVIEW PROCESS .....11**

**K.    DISPUTE RESOLUTION .....11**

**L.    RETENTION OF RESPONSES/PUBLIC RECORDS .....12**

**M.    ADDITIONAL INFORMATION .....13**

**N.    ATTACHMENT I.....14**

**O.    ATTACHMENT II.....15**  
    Exhibit A .....25  
    Exhibit B .....27

## REQUEST FOR QUALIFICATIONS

### ASSESSMENT ENGINEERING AND PROFESSIONAL BENEFIT ASSESSMENT AND SPECIAL TAXES ADMINISTRATION SERVICES

#### **A.** CONTACT INFORMATION

Interested firms should submit three (3) copies and one (1) electronic version, either PDF or Word format, of the Statement of Qualifications (SOQ) no later than 3 p.m. on Monday, March 3, 2021.

Physical Location:

County of Glenn  
Health and Human Services Agency  
Attention: Jennifer Warren,  
Staff Services Specialist  
420 E. Laurel Street  
Willows, CA 95988

Or if by U.S. Mail, to:

County of Glenn  
Health and Human Services Agency  
Attention: Jennifer Warren  
Staff Services Specialist  
P. O. Box 611  
Willows, CA 95988

The Statement of Qualifications (SOQ) should be in the format identified herein. Any questions regarding this Request for Qualifications shall be directed to Jennifer Warren at the Health and Human Services Agency via phone at (530) 934-1578, or via email at [admin@countyofglenn.net](mailto:admin@countyofglenn.net).

**To be on the document holder list and to be assured of receiving all addenda and information regarding this Request for Qualifications (RFQs), the following information must be submitted to Glenn County via email at: [admin@countyofglenn.net](mailto:admin@countyofglenn.net).**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

Addenda and other information will be sent via email only to the primary contact submitted above. Responses will also be posted on the following: <http://www.countyofglenn.net/govt/bids>

#### **B.** GENERAL INFORMATION

##### **Purpose**

This Request for Qualifications (RFQ) is being issued to interested parties who wish to be considered for selection to provide services to Glenn County to support the continued justification and collection of benefit assessment and special tax for the Glenn County Valley-Wide Mosquito Abatement Assessment District. The County is looking for a highly qualified assessment engineer and tax consultant to provide these services.

Interested consultants are invited to submit a Statement of Qualifications (SOQ) to demonstrate their

qualifications to perform these services. All qualifications shall be submitted in accordance with the format and information listed in Section F, Statement of Qualifications – Submittal Requirements.

The issuance of this RFQ shall not be interpreted as, and does not constitute, a representation by Glenn County that any specific consultant or consultants will be retained to perform any of the services described herein, and a consultant shall not acquire any right or entitlement to be retained for such purpose by virtue of submitting a SOQ in response to this RFQ.

### **Selection Process**

The consultant will be selected based on qualifications, experience related to similar services performed, adequacy of past work performance, and timely economical delivery of finished products. No public opening of proposals will be conducted. It is planned that an interview selection committee, appointed by the Health and Human Services Agency, will evaluate each of the top three proposals separately. Consultants will be rated according to the attached County of Glenn Qualifications Rating Form (Attachment I). Interviews may be held at the discretion of the selection committee.

The following factors may be considered for consultant selection. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

1. Compliance with RFQ requirements
2. Professional qualifications and relevant experience
3. Record of successfully performing similar services
4. Knowledge of the assessment engineering and professional benefit assessment
5. Experience working on similar projects
6. Work experience as it relates to communities with similar issues and characteristics
7. Adequacy and resourcefulness of the statement of qualifications
8. Total time allocated to project tasks
9. Other factors that may be determined by the County to be necessary or appropriate in its discretion

This RFQ does not commit the County to award a contract or to pay any costs incurred for any services. The County, at its sole discretion, reserves the right to accept or reject any or all proposals received because of this RFQ, to negotiate with any qualified source, or to cancel this RFQ in part or in its entirety.

The County will negotiate for a contract with the firm receiving the highest rating following initial selection. Selection for contract negotiations shall not imply acceptance by the County of all terms of the response, which may be subject to further negotiation and approvals before the County may be legally bound thereby. If such negotiations are not successful, negotiations may then be entered into, at County's sole discretion, with the firm receiving the next highest rating.

An interview selection committee selected by the Glenn County Health and Human Services Agency is planned to select the consultant. The consultant should be available to begin work upon selection.

The selected consultant shall have the appropriate resources to perform work as outlined in the draft Scope of Services, including, but not limited to, availability to provide services on short notice.

### **Contract Requirements**

The top ranked consultant will receive written notification of the selection. Negotiations for contract agreement and payment will commence after notification. The final contract will need to be approved by County of Glenn’s County Counsel and the authorized representative will need to sign the contract. A sample agreement has been attached to this RFQ for your reference (Attachment II). Certain terms of the County’s Contract are subject to negotiation and completion once the successful consultant is selected. The consultant needs to advise the County of Glenn in the SOQ of any provisions for which they require alternative wording or any provisions which they cannot accept. The County may, at its sole discretion, modify a term that is otherwise not subject to negotiation.

**Service Period**

The period during which the consultant services described herein will be performed are expected to extend from approximately May 2021 to approximately June 2024.

**C. BACKGROUND INFORMATION**

The Glenn County Valley-Wide Mosquito Abatement Assessment District was created by the Board of Supervisors in 2007. During that time, Glenn County had the highest West Nile Virus human infection rate per capita in all of California. Without a dedicated revenue source, the County was using emergency state grants and local revenue to protect citizens. To create an adequate response and a dedicated revenue stream, the district was adopted by the voters in accordance with the California Constitution and state law. In 2007, 61% of the property owners within the boundaries of the district approved the program with a 36% ballot return rate. Annually, the Board of Supervisors follows a process to adopt and levy the assessment on properties within the district.

**D. SCHEDULE**

<b>Event</b>	<b>Date</b>
Issuance of RFQ	February 1, 2021
Deadline for RFQ questions	February 11, 2021
Questions and answers posted	February 22, 2021
Deadline for proposal submission	March 3, 2021
Potential interview dates (tentative)	March 8, 2021 through March 9, 2021
Notice of intent to award (tentative)	March 11, 2021
Protest period ends	March 22, 2021
HHS A response to protest	March 29, 2021
BOS	TBD
Contract Start Date	May 1, 2021
Contract End Date	June 30, 2024

All dates are subject to change at the discretion of the County. It is important that the consultant team(s) selected be able to respond quickly during contract negotiations and initiate work as soon as possible after full execution of the contract(s).

## **E. PROPOSED SCOPE OF SERVICES**

The following is provided merely as an example of the type of work likely to be performed by the selected consultant. **The final scope of services will be developed by the consultant selected on the basis of this SOQ process, and will meet with Glenn County staff to identify the specific tasks and schedule to be included in the final scope of services.** The following is a representative list of services to be provided by the consultant team(s):

### **Assessment Engineering Services**

1. Coordinate with the County, as required to establish timelines, deliverables, etc.
2. Assist with the preparation of budgets and cost estimates for the assessments and services to be funded.
3. Research parcel attributes and parcel ownership information, to appropriately calculate and assign the benefit assessments to each parcel for each year.
4. Prepare an updated assessment diagram and maps as needed.
5. Prepare an updated benefit analysis, cost estimates method of apportionment and other assessment engineering elements for the Engineer's Report.
6. Review the cost estimates, benefit analysis, and assessment engineering analysis with the County prior to finalizing the preliminary Engineer's Report.
7. Prepare the Proposition 218-compliant Engineer's Report, and supporting resolutions, in accordance with applicable special assessment laws and requirements.
8. Review the Engineer's Report with legal counsel and the County to ensure Proposition 218 and legal compliance.
9. Prepare resolutions for the preliminary approval of engineer's report, confirmation of assessment levies and other resolutions as required.
10. Prepare and publish a notice of public hearing for the continuation of the assessments.
11. Attend the public meeting for the review of the preliminary Engineer's Report and the public hearing for the continuation of the assessments.
12. Communicate and coordinate with the County Assessor's Office, County Auditor and other parties as needed.
13. Submit the final assessment levies separately for inclusion on the upcoming fiscal year tax roll.
14. Confirm the final assessments prior to the issuance of tax bills.
15. Directly respond to property owner inquiries regarding the assessments throughout the fiscal year.
16. Provide periodic reports to the County regarding the assessments and the assessment collections.

### **Special Tax Reporting**

1. Coordinate with the County, as required to establish timelines, deliverables, etc.
2. Assist with the planning, property research and assistance with preparation of improvement/service plans and budgets.
3. Acquire and analyze current property data from the County Assessor, other real property information vendors and title companies, and perform comparison of the Assessor data with other property data sources and data accuracy validation services.
4. Calculate special tax revenues and individual parcel taxes with custom, hands-on identification of all parcels within district boundaries and determine the updated and

- current property characteristics for each parcel within district boundaries.
- 5. Calculate special tax revenues and individual parcel taxes by using advanced Geographical Information Systems and parcel layers to confirm that all parcels are included within the special tax levy rolls.
- 6. Calculate special tax revenues and individual parcel taxes through comprehensive research and confirm all levies on a parcel-by-parcel basis.
- 7. Participate in periodic meetings and conferences with County staff to review findings, property base, budgets, and other relevant items.
- 8. Prepare the annual Special Tax Report for the County’s special tax and supporting resolutions. This report should meet all legal requirements and provide continued justification for the levy, budgets for levy expenditures by expenditure type, and specific levies for each parcel.
- 9. Submit the final special tax levies separately for inclusion on the upcoming fiscal year tax roll.
- 10. Confirm the final special taxes prior to the issuance of tax bills.
- 11. Directly respond to property owner inquiries regarding the special taxes throughout the fiscal year.
- 12. Provide periodic reports to the County regarding the special taxes and the special tax collections.

The firm that is selected must be technically and professionally capable of providing the services and must be free from actual conflicts of interest not only at the time of selection, but also throughout the term of the contract.

**E. STATEMENT OF QUALIFICATIONS – SUBMITTAL REQUIREMENTS**

Date:	<b>Wednesday, March 3, 2021</b>
Required Copies:	SOQ: Three (3) hard copies (one with an original signature) and one (1) electronic version, either in PDF or Word format
Submit To:	<p><b><u>Physical Address:</u></b>                  County of Glenn                  Health &amp; Human Services Agency                  Attention: Jennifer Warren, Staff Services Specialist                  420 E. Laurel Street, Willows, CA 95988</p> <p><b>or if by U.S. Mail to:</b>                  County of Glenn                  Health &amp; Human Services Agency                  Attention: Jennifer Warren, Staff Services Specialist                  P.O. Box 611                  Willows, CA 95988</p>
Submittal Identification:	The submittal package shall be clearly marked “For the Glenn County Health and Human Services Agency.”

These guidelines are provided for standardizing the preparation and submission of SOQs by all consultants for professional services. The intent of these guidelines is to assist consultants in the preparation of their SOQs, to simplify the review process by the County of Glenn, and to provide

standards for the evaluation of SOQs.

SOQs to be submitted shall be a maximum of thirty (30) single-sided or fifteen (15) double-sided bound pages, including the introductory letter and resumes. Paper size shall be Letter (8.5" x 11") and a font size of 12 shall be utilized. Exhibits required to be submitted with the SOQs do not count towards the page count. Drawings sized 11" x 17" are allowed and excluded from the page count, provided they are folded to 8.5" x 11" size and are included in the bound SOQ.

SOQs will contain the following information in the order listed:

**1. Introductory Letter:**

The Introductory (or transmittal) letter shall be addressed to:

Jennifer Warren, Staff Services Specialist  
Glenn County Health & Human Services Agency  
P.O. Box 611  
Willows, CA 95988

The letter will include the consultant's primary contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the consultant's understanding of the project and any other pertinent information the consultant believes should be included.

The letter should also indicate any conflicts or non-acceptability of the terms and conditions of the contract agreement enclosed herein. Proposed deviations and modifications to the contract agreement should be noted and supporting reasons provided.

**2. Office Location Where Work will be performed:**

Include the office(s) where work will be conducted by the consultant.

**3. Qualifications and Experience:**

In this section, the SOQ must include the size of the organization, the length of time in business, and the availability of sufficient personnel to complete the project within the time required. Provide a brief summary of the qualifications/experience of key personnel proposed for the project team and their availability. Describe the responsibilities of the staff and extent of involvement with the project. Any changes in key personnel after the award of contract must be requested in writing and approved by the County of Glenn before the changes are made. References are to be listed, and references will be contacted as part of the selection process.

The SOQ must clearly describe the consultant's ability for undertaking and performing the scope of work and provide a description of the consultant's experience in the municipal (government or Mosquito/Vector Control) environment, including, if possible, client names and work descriptions.

The SOQ must include the qualifications of the proposer's assigned primary consultant and other personnel assigned to the project, including listing any professional affiliations, licensures, and certifications that are pertinent to the work. For example, the assessments required under this project must be supported by a detailed engineer's report prepared by a registered professional engineer certified by the State of California. The SOQ must provide a list of projects of similar work

performed by the proposed project team. These projects must illustrate the quality and past performances of the project team. A discussion of challenges faced, and solutions developed by the team, is recommended. Contact names and current telephone numbers are to be provided for each referenced project. The projects listed should include the names of staff and other team members involved in the work. If available, examples of similar, relevant work cited may be submitted on a CD or USB flash drive, or web links may be provided to online sources.

Supportive information and references in support of the consultant's qualifications may include graphs, organizational charts, photographs, one page resumes, etc., and is at the consultant's discretion. Consultant shall provide a disclosure stating any conflicts of interest. These may include any actual, apparent, direct, or potential conflicts of interest that may exist with respect to the firm, employees, or other persons relative to the provided service

The consultant is reminded that the SOQ must be specific and concise.

#### **4. Work Plan and Project Schedule:**

The SOQ will address the services listed in this RFQ and other services which the consultant believes are applicable to the project.

The SOQ will include a work plan which clearly identifies the tasks, benchmarks, and time required for each segment and phase of the work including a description of key activities and deliverables.

#### **5. State Requirements:**

The County's expectation is that the consultant can administer this project in compliance with all of the applicable standards for State projects.

#### **6. Supporting Information:**

The consultant may include resumes, brochures, and other supporting information in this section.

#### **7. Fee Proposal:**

The consultant will provide a fee proposal with an estimated budget for each of the tasks included in the Proposed Scope of Services, Section E. Each task budget will include labor and expenses. Labor budgets will be computed by multiplying the planned labor hours by the billing rates of each staff member or labor classification. The fee proposal shall depict the tasks in the left column and each of the labor classifications, rates, and expenses in the top row. Total task budgets and the total fee shall be shown in the right column. The contract cost proposal **must** identify all key employees and/or classifications. New key employees and/or classifications must be approved before they incur work on the contract or the costs can be disallowed at County's sole discretion.

### **G. CONSULTANT CONTRACT AND INSURANCE REQUIREMENTS**

The selected consultant(s) will need to provide insurance certificate(s) for Commercial General Liability, Automobile Liability, Workers' Compensation and Employer's Liability, and Professional

Liability for this project. For further information regarding Insurance Requirements, please refer to the sample contract, Attachment II, paragraph 11.

Endorsement(s) signed by an authorized representative of the insurance carrier will also be needed for Commercial General Liability and Automobile Liability insurance, with language included in the endorsement(s) that Glenn County, their officials, employees, and volunteers shall be covered as additional insureds.

## **H. CONSULTANT SELECTION PROCESS**

After the period has closed for receipt of SOQs, each SOQ will be opened and examined to determine compliance with the requirements specified in the Request for Qualifications (RFQ). Any proposal that does not meet the format requirements may be eliminated from the competition. The County of Glenn may reject any SOQ if it is conditional, incomplete, or contains irregularities. The County of Glenn may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFQ documents or excuse the consultant from full compliance with the contract requirements if awarded the contract.

No public opening of proposals will be conducted. The selection panel will review each SOQ that meets requirements. Panel members will individually evaluate each SOQ in accordance with the evaluation criteria shown herein.

Each panel members' scores will be tallied, and the SOQs will be ranked based on the scores. Based on the rankings, the County of Glenn will establish a short-list and may, in its sole discretion, interview the top firms on this list. If interviews are conducted, a Final Ranking will be developed based on the interviews.

The County of Glenn requires a Fee Proposal from all consultants and will enter into negotiations with the top ranked consultant. If agreement on a final Fee Proposal is reached with the County of Glenn reviewers, the top ranked firm will be recommended for award subject to approval by the Board of Supervisors. If agreement cannot be reached with the top ranked firm, the County of Glenn will close negotiations and enter into negotiations with the second ranked firm.

The successful consultant will be subject to verification of non-fraud and for listing on the debarred contractors/consultants list per federal funding requirements.

This Request for Qualifications does not commit the County of Glenn to award a contract, to pay any costs incurred in the preparation of an SOQ for this request. The County of Glenn reserves the right to accept or reject any or all SOQs received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the County of Glenn to do so.

All products used or developed in the execution of any contract resulting from this Request for Qualifications will remain in the public domain at the completion of the contract.

Upon approval of the selected consultant by County of Glenn and agreement of a mutually acceptable price, a written Agreement will be prepared, executed by the consultant, and reviewed by the County of Glenn for approval and execution. The consultant will begin work immediately

upon receipt of a fully-executed contract from the County of Glenn.

Any SOQ received may be withdrawn or modified by written request of the submitter. To be considered, however, the modified SOQs must be received prior to the specified deadline. SOQs received after the time and date specified above will not be considered.

Unsigned SOQs or SOQs signed by an individual not authorized to bind the prospective consultant will be rejected.

## **I. METHOD OF PAYMENT**

Contract payments will be made on the basis of satisfactory performance by the consultant as determined by the County. Final payment to the consultant will only be made when the County finds that the work performed by the consultant is satisfactory and the final work product and documents submitted meet the tasks of the project and is accepted by the County.

### **Actual Cost-Plus-Fixed Fee**

The fee proposal must separate the project into functional tasks and provide the associated costs not to exceed amount) that define the work to be accomplished. The proposal must identify all key employees and/or classifications to be billed. New key employees and/or classifications must be approved by the County before they incur work on the contract or the costs can be disallowed.

## **J. AUDIT AND REVIEW PROCESS**

State and federal requirements, as well as specific contract requirements, serve as the standards for audits and reviews performed. The local agencies, consultants, and sub-consultants are responsible for complying with state, federal and specific contract requirements. The County reserves the right to audit any contract. Applicable standards include, but are not limited to:

- Project Program Supplemental Agreements;
- Proposed contract terms and conditions.

## **K. DISPUTE RESOLUTION**

Should any Consultant dispute the County of Glenn's determinations and findings during the RFQ process, such consultant shall give the County of Glenn written notice of the matter in dispute within ten (10) days of the issuance of determination. The consultant shall provide the County of Glenn with a complete and comprehensive "Statement of Dispute" that discusses all the reasons why the consultant disputes the County of Glenn's determination or decision and submit all documentary evidence relied on by the consultant. The Statement of Dispute must meet the following conditions and requirements:

1. The Statement of Dispute must contain a complete statement of the factual and legal basis for the protest.
2. The Statement of Dispute must refer to the specific portions of the RFQ which form the basis for the protest, and all documentary evidence relied upon.

3. The Statement of Dispute must include the name, address, and telephone number of the person representing the protesting party.
4. The party filing the Statement of Dispute must concurrently transmit a copy of the initial protest document and any attached documentation to all other parties with a direct financial interest, which may be adversely affected by the outcome of the protest. Such parties shall include all other consultants, who shall have seven (7) calendar days to respond to the Statement of Dispute.
5. The Statement of Dispute must be submitted to the Glenn County Health & Human Services Agency, Attn: Jennifer Warren, P.O. 611, Willows, CA 95988. The County of Glenn will review the Statement of Dispute, and may elect to hold an administrative hearing thereon, and may request consultant to produce further evidence as the County of Glenn deems material to a decision on the issue, after which time, the County of Glenn will issue a determination which shall be final. The procedure and time limits set forth in this paragraph are mandatory and are the consultant's sole and exclusive remedy in the event of protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings. Failure to strictly follow this procedure shall waive any further rights to dispute the County of Glenn's decisions and determinations made during the RFQ process.

#### **L. RETENTION OF RESPONSES/PUBLIC RECORDS**

All correspondence with the County, including material submitted in response to this RFQ shall become the property of Glenn County, may be reviewed and evaluated as part of this RFQ process by any persons at the discretion of Glenn County, and will become public records under the California Public Records Act (CA Government Code §6250, et seq.). As such, all documents that you send to the County will be subject to be publicly disclosed if requested by a member of the public. The Public Records Act provides for several limited and narrow exceptions to this disclosure requirement. The County will not disclose any part of any proposal before announcing a recommendation for award. After the announcement of a recommended award, all proposals received in response to this RFQ will be subject to public disclosure. If you believe that there are portions of your SOQ exempt from disclosure under the Public Records Act, you must mark said portion as such and state the specific provision under the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. Any response which contains language purporting to render all or significant portions of the response as "confidential" or "trade secret" or "proprietary," or fails to adequately state an exemption under the Public Records Act will be considered a public record in its entirety and may be disclosed. While the Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the County may not be in a position to establish that the information submitted by a responder is a trade secret. If a request is made for information marked "confidential," "trade secret," or "proprietary," the County will provide Responder to the RFQ with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. The County, however, shall not in any way be liable or responsible in connection with the County's disclosure of any Response or any part thereof, if disclosure is required by the California Public Records Act or pursuant to law or legal process. By submitting a response, the Responder agrees to save, defend, keep, hold harmless, and fully indemnify the County of Glenn, its elected officials, officers, employees, agents and volunteers from

RFQ Title: Assessment Engineering and Professional Benefit Assessment and Special Taxes Administration Services

RFQ No.: 2021-01

all damages, claims for damages, costs, or expenses, whether in law or equity, that may at any time arise for not disclosing a business or trade secret pursuant to the California Public Records Act.

### **M.      ADDITIONAL INFORMATION**

Glenn County reserves the right to reject any and all SOQs. The County of Glenn is an equal opportunity employer (EOE) and Disadvantaged Business Enterprises (DBEs) are encouraged to participate.

Submit questions to: Jennifer Warren at (530) 934-1578 or via email at [admin@countyofglenn.net](mailto:admin@countyofglenn.net).

**N. ATTACHMENT I  
STATEMENT OF QUALIFICATIONS RATING FORM**

Assessment Engineering, Professional Benefit Assessment & Special Taxes Administration Services

Proposer: \_\_\_\_\_  
Selection Committee Member: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

- History of successfully providing similar assessment engineering and professional benefit assessments, managing other contracts with public or private agencies, and evidence of satisfactory accounting and record-keeping. \_\_\_\_\_ X 0.25 = \_\_\_\_\_  
Score Weight Rating
  - Demonstrates knowledge of the local area, attributes of at-risk parcels, and mosquito-abatement challenges particular to Glenn County and the local area. \_\_\_\_\_ X 0.25 = \_\_\_\_\_  
Score Weight Rating
  - Demonstrates an understanding of the scope of the project and a clear work plan identifying tasks, benchmarks and time required, as well as descriptions of key activities and deliverables. \_\_\_\_\_ X 0.25 = \_\_\_\_\_  
Score Weight Rating
  - Qualifications, experience, and sufficient staffing of proposed management and personnel to provide high-quality deliverables and cost-efficient service. \_\_\_\_\_ X 0.25 = \_\_\_\_\_  
Score Weight Rating
- Total Points = \_\_\_\_\_

Please evaluate the Qualifications using the following cumulative point system (maximum of 5.00 points):

Scoring		
Outstanding	=	5
Very Good	=	4
Good	=	3
Average	=	2
Poor	=	1
Not Addressed/ Unacceptable	=	0

Additional review factors include:

- References
- Interviews – If the Selection Committee determines to include interviews in the selection process

**Q. ATTACHMENT II**

**AGREEMENT BETWEEN THE COUNTY OF GLENN, THROUGH ITS  
HEALTH AND HUMAN SERVICES AGENCY, AND  
CONSULTANT NAME  
FISCAL YEAR (YEARS)**

This Independent Consultant Agreement (“Agreement”) is made and entered into this 1<sup>st</sup> day, of *May 2021*, by and between Glenn County, a political subdivision of the State of California (“County”), and *Consultant Name* (“Consultant”).

**RECITALS:**

A. County has determined that it is desirable to retain Consultant to provide *Assessment Engineering and Professional Benefit Assessment and Special Taxes Administration Services*; and

B. Consultant represents that it possesses the qualifications, experience, and facilities necessary to perform the services contemplated herein and has proposed to provide those services; and

C. Consultant represents and warrants that Consultant is an independently established business entity formed as a [*sole proprietorship, partnership, limited liability company, limited liability partnership, or corporation*] that customarily provides services of the same nature as the services provided for County under this Agreement; and

D. Consultant represents and warrants that Consultant advertises these services to and contracts with entities other than County; and

E. Consultant represents and warrants that Consultant maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement; and

F. The County desires to retain Consultant to perform the proposed services.

County and Consultant agrees as follows:

**AGREEMENT:**

1. Scope of Services. Pursuant to Government Code Section 31000, County retains Consultant to perform all of the non-exclusive professional services described in Exhibit “A” which is attached hereto and incorporated herein by this reference which shall include *Assessment Engineering and Professional Benefit Assessment and Special Taxes Administration Services* (“Services”).

2. Term. Services under this Agreement shall commence on *May 1, 2021*, and shall continue until *June 30, 2024*, or until the agreement is terminated by either party in accordance with the provisions of this Agreement.

3. Compensation.

A. The compensation to be paid by County to Consultant for the professional services described in Exhibit "A" shall be a *fixed rate* set forth in Exhibit "B" which is attached hereto and incorporated herein by this reference. Notwithstanding the foregoing, it is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered by this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force and effect. In this event, the County shall have no liability to pay any further amounts whatsoever to Consultant or furnish any other consideration under this Agreement and Consultant shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Consultant to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth herein are required by Article XVI, section 18 of the California Constitution. Consultant acknowledges and agrees that Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

B. To the extent that Consultant is entitled to reimbursement for travel, meals, and lodging, such reimbursement shall be subject to the prior approval of the County Purchasing Agent or authorized assistant/deputy and shall be reimbursed in accordance with the County's Reimbursement for Expenses policy contained in Title 7 of the Glenn County Administrative Manual.

C. **The total compensation payable under this Agreement, inclusive of all expenses, shall not exceed written dollar amount (\$xxxx.xx) per fiscal year.** The County shall make no payment to Consultant in any greater amount for any extra, further, or additional services, unless such services and payment therefore have been mutually agreed to and this Agreement has been formally amended in accordance with the provisions of this Agreement.

D. Consultant agrees to testify at County's request if litigation is brought against County in connection with Consultant's work. Unless the action is brought by Consultant or is based upon Consultant's negligence or intentional tortious conduct, County will compensate Consultant for the testimony at Consultant's *fixed rate* as provided in Exhibit "B".

4. Invoice and Payments. Consultant shall submit invoice(s) to the Glenn County Health & Human Services Agency, P.O. Box 611, Willows, CA 95988, Attention: Fiscal, or by e-mail to [gchhsaccountspayable@countyofglenn.net](mailto:gchhsaccountspayable@countyofglenn.net) within 15 days after completion of the services described in Exhibit B. Consultant shall attach to each invoice documentation for the hours charged (if applicable) and the documentation shall include an itemized narrative of work completed during the period billed. The final invoice of each fiscal year must be received no later than July 10<sup>th</sup> of each fiscal year. The County shall pay invoices that are

undisputed within thirty (30) days of receipt and approval. The parties agree to exercise good faith and diligence in the resolution of any disputed invoice amounts.

5. Notice. Any invoices, notices, or other documents required to be given under this Agreement shall be delivered either personally, by first-class postage pre-paid U.S. Mail, or overnight courier to the following addresses or such other address provided by the parties in accordance with this section:

**If to the County:**

Glenn County  
Health and Human Services Agency  
Attn: Administration  
420 E. Laurel St.  
Willows, California 95988  
Telephone: (530) 934-6638  
Email: admin@countyofglenn.net

**If to Consultant:**

*Consultant  
Address  
City, State, Zip  
Telephone: (000)  
Email:*

Notice shall be deemed to be effective two days after mailing.

6. Independent Contractor.

A. It is understood and agreed, and is the intention of the parties hereto, that Consultant is an independent contractor, and not the employee or agent of County for any purpose whatsoever. County shall have no right to and shall not control the manner or prescribe the method by which the professional services are performed by Consultant herein and Consultant shall have the right to provide the same or similar services to entities other than County without restriction. Consultant shall be entirely and solely responsible for its acts and the acts of its agents, employees, and subcontractors while engaged in the performance of services hereunder. Consultant shall have no claim under this Agreement or otherwise against County for vacation pay, sick leave, retirement benefits, Social Security, workers compensation, disability, or unemployment insurance benefits or other employee benefits of any kind. The parties acknowledge that County shall not withhold from Consultant's compensation any funds for income tax, FICA, disability insurance, unemployment insurance or similar withholding and Consultant is solely responsible for the timely payment of all such taxes and related payments to the state and federal governments, for itself and for its employees, agents, and subcontractors who might render services in connection with this Agreement. The Consultant shall inform all persons who perform any services pursuant to this Agreement of the provisions of this section.

B. In the event that the Consultant's activities under this Agreement, or any of them, are found by any state or federal agency to be those of an employee rather than an independent contractor, Consultant agrees to indemnify County and hold County harmless for any damages, costs, or taxes imposed upon it pursuant to the Internal Revenue Code or state or federal taxing laws, including but not limited to any penalties and interest which County may be assessed by such state or federal agency for failing to withhold from the compensation paid to Consultant under this Agreement any amount which may have been required to be withheld by law.

C. In the event that the Consultant's activities under this Agreement, or any of them, are found by the California Public Employee's Retirement System (CalPERS) to be those of an employee rather than an independent contractor, Consultant shall defend (with legal counsel reasonably acceptable to the County), indemnify and hold harmless the County, its officers, employees, and agents, from and against any and all claims, losses, costs, contributions, arrears, interest, damages, penalties, expenses and liabilities of every kind, nature and description (including incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the Services provided under this Agreement.

7. Authority of Consultant. It is understood that Consultant is to provide information, research, advice, recommendations, and consultation services to the County. Consultant shall possess no authority with respect to any County decision. The County is responsible for and shall make all governmental decisions related to work of Consultant.

8. Subcontracting and Assignment. Consultant shall not subcontract or assign any portion of the work to be performed under this Agreement without the prior written consent of County.

9. Ownership of Work Product. All technical data, evaluations, calculations, plans, drawings, details, specifications, estimates, reports, documents, or other work product of Consultant, in both paper and original electronic program forms, shall become the property of the County as they are produced and shall be delivered to the County upon completion of services. Consultant may retain copies for its files and internal use, however, Consultant shall not disclose any of the work products of this Agreement to any third party, person, or entity, without prior written consent of the County. Upon reasonable notice, County representatives shall have access to the work for purposes of inspecting same and determining that the work is being performed in accordance with the terms of the Agreement.

10. Indemnification. To the fullest extent permitted by law, Consultant shall defend (with legal counsel reasonably acceptable to the County), indemnify and hold harmless the County, its officers, employees, and agents, from and against any and all claims, losses, costs, damages, injuries (including injury to or death of an employee of Consultant or its subcontractors), expenses and liabilities of every kind, nature and description (including incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, any subcontractor, anyone

directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligation to defend, hold harmless and indemnify the County, its officers, agents and employees, shall not apply to the extent that such Liabilities are caused by the sole negligence, active negligence, or willful misconduct of the County, its officers, agents and employees. The provisions of the California Government Claims Act, Government Code section 810 et seq., including its defenses and immunities, will apply to allegations of negligence or wrongful acts or omissions by the County. To the extent, there is an obligation to indemnify under this paragraph; Consultant shall be responsible for incidental and consequential damages resulting directly or indirectly, in whole or in part, from Consultant's negligence, recklessness, or willful misconduct.

11. Insurance.

A. Insurance Requirements. Without limiting Consultant's indemnification of the County, Consultant shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property that may arise from, or be in connection with, the performance of the work hereunder by Consultant, Consultant's agents, representatives, employees, and sub-consultants. At the very least, Consultant shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

The agency responsible for administering this Agreement is also responsible for enforcing insurance requirements described below. This includes securing certificates of insurance before work under this Agreement is begun. Consultant shall furnish to the County certificates of insurance. All certificates of insurance to be received and approved by the County before work under this Agreement has begun. The County reserves the right to require complete, certified copies of all insurance policies required by this Agreement. Consultant agrees to notify County within two working days of any notice from an insuring agency that cancels, suspends, and reduces in coverage or policy limits the insurance coverages described herein.

Any deductibles or self-insured retention must be declared on certificates of insurance and approved by the County. At the option of the County, either the Consultant shall reduce or eliminate such deductibles or self-insured retentions, with respect to the County, its officers, officials, employees and volunteers, or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses. Insurance is to be placed with insurers who are licensed to sell insurance and who possess a Best rating of A or higher. However, Workers' Compensation coverage issued by the State Compensation Insurance Fund (SCIF) shall be acceptable.

B. Insurance Required:

(i) General liability: At least \$1,000,000 combined single limit per occurrence coverage for bodily injury, personal injury and property damage. If a general aggregate limit is used, then either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be twice the required per occurrence limit. The Consultant or Consultant's insurance carrier shall notify County if incurred losses covered by the policy exceed 50% of the annual aggregate limit.

(ii) Automobile Liability: At least \$100,000 to cover bodily injury for one person and \$300,000 for two or more persons, and \$50,000 to cover property damages. However, policy limits for construction projects shall be at least \$1,000,000 combined single limit per accident for bodily injury and property damage for autos used by the Consultant to fulfill the requirements of this Agreement, and coverage shall be provided for “any auto”, code 1 as listed on the Acord form “Certificate of Insurance.”

(iii) Workers’ Compensation and Employer’s Liability: Workers’ Compensation insurance up to statutory limits and Employer Liability insurance with policy limits of at least \$1,000,000 for bodily injury or disease.

(iv) Professional Liability Insurance: Professional liability insurance covering professional services shall be provided in an amount of at least \$1,000,000 per occurrence or \$1,000,000 on a claims-made basis. However, if coverage is written on a claims-made basis, the policy shall be endorsed to provide at least a two-year extended reporting provision.

Such insurance shall include Glenn County, its elected officials, officers, and employees as an additional insured, and shall not be reduced or canceled without 30 days written prior notice delivered to County. Consultant shall provide County with a certificate of insurance as evidence of insurance protection provided. Insurance certificates provided by any insurance company or underwriter shall not contain the language “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company,” or similar language. If Consultant has employees, he/she shall obtain and maintain continuously Workers’ Compensation Insurance to cover Consultant and Consultant’s employees and partners.

All endorsements are to be received and approved by the County of Glenn before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

Unless otherwise agreed by the parties, Consultant shall cause all of its Subcontractors to maintain the insurance coverages specified in this Insurance section and name Consultant as an additional insured on all such coverages. Evidence thereof shall be furnished as County may reasonably request.

The coverage types and limits required pursuant to this Agreement shall in no way limit the liability of Consultant.

## 12. Professional Services.

A. All work performed under this Agreement shall be performed and completed in a professional manner. All services shall be performed in the manner and according to the professional standards observed by a competent practitioner of the profession in which Consultant and any subcontractors are engaged.

B. Consultant represents and warrants that it is professionally qualified to perform the services described herein; acknowledges that County is relying upon Consultant's qualifications to perform these services in a professional manner; and agrees that County's full or partial acceptance of any work does not release Consultant from its obligation to perform the services in accordance with this Agreement unless County expressly agrees otherwise in writing.

C. Consultant shall not be considered to be in default because of any nonperformance caused by occurrences beyond its reasonable control. The compensation specified in Paragraph 3 may be reduced to account for such nonperformance.

13. Responsibility of Consultant.

A. Consultant shall be solely responsible for the quality and accuracy of its work and the work of its consultants performed in connection with this Agreement. Any review, approval, or concurrence therewith by the County shall not be deemed to constitute acceptance or waiver by the County of any error or omission as to such work.

B. Consultant shall coordinate the activities of all sub-consultants and is responsible to ensure that all work product is consistent with one another to produce a unified, workable, and acceptable whole functional product. County shall promptly notify Consultant of any defect in Consultant's performance.

14. Audit. The following audit requirements apply from the effective date of this Agreement until seven (7) years after County's final payment:

A. Consultant shall allow County's authorized representatives reasonable access during normal business hours to inspect, audit, and copy Consultant's records as needed to evaluate and verify any invoices, payments, and claims that Consultant submits to County or that any payee of Consultant submits to Consultant in connection with this Agreement. 'Records' includes, but is not limited to, correspondence, accounting records, sub-consultant files, change order files, and any other supporting evidence relevant to the invoices, payments, or claims.

B. County and Consultant shall be subject to the examination and audit of the State Auditor, at the request of County or as part of any audit of County. Such examinations and audits shall be confined to matters connected with the performance of this Agreement including but not limited to administration costs.

This section shall survive the expiration or termination of this Agreement.

15. Publication of Documents and Data. Consultant may not publish or disclose to any third party any information obtained in connection with services rendered under this Agreement without the prior written consent of the County. Notwithstanding the forgoing, submission or distribution to meet official regulatory requirements, or for other purposes authorized by this agreement, shall not be construed as publication in derogation of the rights of either the County or Consultant.

16. Employment Practices. Consultant, by execution of this Agreement, certifies that it does not discriminate against any person upon the basis of race, color, creed, national origin, age, sex, disability, or marital status in its employment practices.

17. Termination. Either party shall have the right to terminate this Agreement at any time for any reason upon thirty (30) days advance written notice to the other party. Agreements exceeding the annual monetary limits delegated to the Purchasing Agent (currently \$50,000.00), or any authorized deputy, are not valid unless specifically authorized by the Board of Supervisors. If this Agreement was executed for the County by the Purchasing Agent under the general delegation set forth in section 4.004.030 of the Glenn County Code, this Agreement shall automatically terminate on the date that the provision of services or personal property or incurring of expenses, the cumulative total of which, exceeds fifty-thousand dollars (\$50,000). If this Agreement was executed by an authorized assistant or deputy Purchasing Agent under the general delegation set forth in section 4.004.030 of the Glenn County Code, this Agreement shall automatically terminate on the date that the provision of services or personal property or incurring of expenses, the cumulative total of which, exceeds the amount delegated to that assistant or deputy by the County Purchasing Agent.

18. Jurisdiction. This Agreement shall be administered and interpreted under the laws of the State of California and any action brought hereunder shall be brought in the Superior Court in and for the County of Glenn.

19. Compliance With Law. Consultant shall comply with all applicable federal, state, and local statutes, ordinances, regulations, rules, and orders, including but not limited to those concerning equal opportunity and non-discrimination.

20. Prevailing Wages. To the extent that any of the work performed under this Agreement is a "public work" within the meaning of Labor Code section 1720, subject to the payment of prevailing wages and Labor Code Section 1771, Consultant shall cause all such work, as applicable, to be performed as a "public work" in compliance with California prevailing wage laws. In the event Consultant fails to do so, Consultant shall be liable for the payment of all penalties, wages and/or damages as required by applicable law.

21. Conflict With Laws or Regulations/Severability. This Agreement is subject to all applicable laws and regulations. If any provision of this Agreement is found by any court or other legal authority, or is agreed by the parties, to be in conflict with any code or regulation governing its subject, the conflicting provision shall be considered null and void. If the effect of nullifying any conflicting provision is such that a material benefit of the agreement to either party is lost, the Agreement may be terminated at the option of the affected party. In all other cases, the remainder of the agreement shall continue in full force and effect.

22. Provisions Required by Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted and this Agreement shall be read and enforced as though it were included. If through mistake or otherwise, any provision is not inserted or is not correctly inserted, then upon application of either Party, the Agreement shall be amended to make the insertion or correction. All references to statutes and regulations shall include all amendments, replacements, and

enactments in the subject, which are in effect as of the date of this Agreement, and any later changes which do not materially and substantially alter the positions of the Parties.

23. Waivers. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement.

24. Amendments. Any amendments to this Agreement shall be in writing and executed by both parties.

25. Entire Agreement. This Agreement constitutes the entire Agreement between the parties for the provision of services to County by Consultant and supersedes all prior oral and written agreements and communications.

26. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of any successors to or assigns of the parties.

27. Construction. This Agreement reflects the contributions of both parties and accordingly the provisions of Civil Code section 1654 shall not apply in interpreting this Agreement.

28. Counterparts/Electronic, Facsimile, and PDF Signatures. This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

29. Confidentiality/Privacy.

Personally Identifiable Information (“PII”) is defined as an individual’s first name or first initial and last name in combination with any one or more of the following data elements including, but not limited to: social security number, passport number, credit card number(s), clearances, bank numbers, biometrics, date and place of birth, mother’s maiden name, criminal, medical and financial records, educational transcripts, etc.

A. To the extent that the work under this Agreement requires the Contractor to have access to PII, the Contractor shall, after receipt thereof, treat such PII as confidential and safeguard such information from unauthorized use and disclosure. Contractor agrees to execute a Confidentiality Agreement protecting PII, when necessary, and further agrees not to appropriate such PII for its own use or to disclose such information to third parties unless specifically authorized by the County, in writing. If and when Contractor becomes aware of, or should reasonably have been aware of a breach of PII, Contractor shall notify County within two (2) business days.

30. Non-Exclusive Agreement.

Consultant understands that this is not an exclusive agreement, and County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Consultant, or to perform such services with County’s own forces.

**CONSULTANT/BUSINESS NAME**

By: \_\_\_\_\_  
CONSULTANT, Owner

\_\_\_\_\_  
Date

**COUNTY OF GLENN:**

By: \_\_\_\_\_  
Scott H. De Moss, County Administrative Officer  
County of Glenn, California

\_\_\_\_\_  
Date

**COUNTY OF GLENN:**

By: \_\_\_\_\_  
Christine Zoppi, Director  
Health and Human Services Agency

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

\_\_\_\_\_  
William J. Vanasek  
County Counsel, Glenn County

**HEALTH AND HUMAN SERVICES AGENCY:**

Approved by Deputy Director of Admin \_\_\_\_\_  
Approved by Deputy Director of Public Health \_\_\_\_\_  
Approved by Fiscal Manager \_\_\_\_\_

**Exhibits:**

- Exhibit A – Scope of Work
- Exhibit B – Fee Schedule

**Exhibit A**

**SCOPE OF WORK**

The following is provided merely as an example of the type of work likely to be performed by the selected consultant team. The final scope of services will be developed by the consultant selected on the basis of this SOQ process, and will meet with Glenn County staff to identify the specific tasks and schedule to be included in the final scope of services. The following is a representative list of services to be provided by the consultant team(s):

**Assessment Engineering Services**

1. Coordinate with the County, as required to establish timelines, deliverables, etc.
2. Assist with the preparation of budgets and cost estimates for the assessments and services to be funded.
3. Research parcel attributes and parcel ownership information, to appropriately calculate and assign the benefit assessments to each parcel for each year.
4. Prepare an updated assessment diagram and maps as needed.
5. Prepare an updated benefit analysis, cost estimates method of apportionment and other assessment engineering elements for the Engineer's Report.
6. Review the cost estimates, benefit analysis, and assessment engineering analysis with the County prior to finalizing the preliminary Engineer's Report.
7. Prepare the Proposition 218-compliant Engineer's Report, and supporting resolutions, in accordance with applicable special assessment laws and requirements.
8. Review the Engineer's Report with legal counsel and the County to ensure Proposition 218 and legal compliance.
9. Prepare resolutions for the preliminary approval of engineer's report, confirmation of assessment levies and other resolutions as required.
10. Prepare and publish a notice of public hearing for the continuation of the assessments.
11. Attend the public meeting for the review of the preliminary Engineer's Report and the public hearing for the continuation of the assessments.
12. Communicate and coordinate with the County Assessor's Office, County Auditor and other parties as needed.
13. Submit the final assessment levies separately for inclusion on the upcoming fiscal year tax roll.
14. Confirm the final assessments prior to the issuance of tax bills.
15. Directly respond to property owner inquiries regarding the assessments throughout the fiscal year.
16. Provide periodic reports to the County regarding the assessments and the assessment collections.

**Special Tax Reporting**

1. Coordinate with the County, as required to establish timelines, deliverables, etc.

2. Assist with the planning, property research and assistance with preparation of improvement/service plans and budgets.
3. Acquire and analyze current property data from the County Assessor, other real property information vendors and title companies, and perform comparison of the Assessor data with other property data sources and data accuracy validation services.
4. Calculate special tax revenues and individual parcel taxes with custom, hands-on identification of all parcels within district boundaries and determine the updated and current property characteristics for each parcel within district boundaries.
5. Calculate special tax revenues and individual parcel taxes by using advanced Geographical Information Systems and parcel layers to confirm that all parcels are included within the special tax levy rolls.
6. Calculate special tax revenues and individual parcel taxes through comprehensive research and confirm all levies on a parcel-by-parcel basis.
7. Participate in periodic meetings and conferences with County staff to review findings, property base, budgets, and other relevant items.
8. Prepare the annual Special Tax Report for the County's special tax and supporting resolutions. This report should meet all legal requirements and provide continued justification for the levy, budgets for levy expenditures by expenditure type, and specific levies for each parcel.
9. Submit the final special tax levies separately for inclusion on the upcoming fiscal year tax roll.
10. Confirm the final special taxes prior to the issuance of tax bills.
11. Directly respond to property owner inquiries regarding the special taxes throughout the fiscal year.
12. Provide periodic reports to the County regarding the special taxes and the special tax collections.
13. The firm that is selected must be technically and professionally capable of providing the services and must be free from actual conflicts of interest not only at the time of selection, but also throughout the term of the contract.

RFQ Title: Assessment Engineering and Professional Benefit Assessment and Special Taxes  
Administration Services

RFQ No.: 2021-01

**Exhibit B**

**FEE SCHEDULE**