

June 25, 2010

**Notice Regarding Issuance of a Request for Proposal to Provide
Services as an Event and Recreation Coordinator to the
Mountain House Community Services District**

The Event and Recreation Coordinator will plan, organize and implement a wide variety of social and recreational activities and parks and recreation programs. The events and programs shall include special events, such as the Kite Festival, as well as special events targeted for youths, teens, adults and seniors.

The Event and Recreation Coordinator shall design programs to meet community needs and then evaluate the programs based on community participation and continuing viability. The MHCSD has budgeted \$25,000 for this consultant and the work will require approximately 1000 hours in the Fiscal year 2010 to 2011.

The Event and Recreation Coordinator shall be assigned general and specific tasks by the Development Manager. The Coordinator and the Development Manager shall estimate the amount of hours for each event.

The Mountain House Community Services District intends to accept proposals on approximately the following schedule:

July 16, 2010: **Proposals are due no later than 3:00 p.m. on Friday, July 16, 2010** at the offices of the Mountain House Community Services District, 230 S. Sterling Drive, Suite 100, Mountain House, CA 95391.
Late submittals will not be accepted.

July 28, 2010: Interviews for consultant selection are tentatively scheduled for Wednesday, July 28, 2010 at the offices of the Mountain House Community Services District.

August 2, 2010: Final interviews with the Mountain House General Manager are tentatively scheduled for the week of August 2, 2010, at the offices of the Mountain House Community Services District.

Morgan K. Groover
Neighborhood Coordinator

REQUEST FOR PROPOSALS

Event and Recreation Coordinator
For
Mountain House Community Services District

RESPONSES DUE BY:

July 16, 2010

Mountain House Community Services District
230 S. Sterling Drive, Suite 100
Mountain House, CA 95391

Request For Proposals Recreation Project Coordinator

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SECTION 1: PROJECT INTRODUCTION

Background

Mountain House is a new community conveniently situated as the new "gateway" to San Francisco and the surrounding Bay Area, located on the picturesque western edge of San Joaquin County and south of Old River. Mountain House's uniquely central locale, near the junction of Highways 205 and 580, provides easy access to all major transportation corridors and is less than an hour away from San Francisco and San Jose's commercial and entertainment districts. The Master Plan for Mountain House consists of 12 distinct neighborhoods eventually housing approximately 45,000 residents.

The Mountain House Community Services District (MHCSD), the government agency of Mountain House, was formed in 1996. The MHCSD sets policies, ordinances and regulations for the benefit of Mountain House residents.

Event and Recreation Coordinator Description

The Event and Recreation Coordinator will plan, organize and implement a wide variety of social and recreational activities and parks and recreation programs. The events and programs shall include special events, such as the Kite Festival, as well as special events targeted for youths, teens, adults and seniors.

The work will be implemented at community centers, schools, parks and other recreational sites as needed.

The Event and Recreation Coordinator shall design programs to meet community needs and then evaluate the programs based on community participation and continuing viability.

The MHCSD has budgeted \$25,000 for this consultant and the work will require approximately 1000 hours in the Fiscal year 2010 to 2011.

The Event and Recreation Coordinator shall be assigned general and specific tasks by the Development Manager. The Coordinator and the Development Manager shall estimate the amount of hours for each event.

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SECTION 2: SCOPE OF SERVICES

The MHCS D intends to retain a qualified and committed professional Consultant to be part of the MHCS D implementation team. The successful Consultant shall demonstrate their availability of qualified personnel to perform the services listed below.

The responsibilities of the Consultant shall include administration and implementation of Programs and Events in the Mountain House Community. The Consultant will perform the work for the MHCS D Development Manager. The work to be performed will be at the direction of the Development Manager and may include:

1. Develop programs and recreational activities for youth, teen, adult and senior community residents. Plan and organize community events addressing the interests of various groups and cultural identities within the community,
2. Identify methods to maximize event and program effectiveness,
3. Identify Federal, State and Local grant opportunities and prepare grant applications,
4. Perform marketing and community outreach for various community events and programs. This service shall include the creation of press releases, brochures, pamphlets, and mailers,
5. Establish a working relationship with various community organizations and act as liaison between the MHCS D and the community organizations,
6. Locate and organize a source of community volunteers for special events,
7. Organize publicity activities,
8. Solicit and evaluate bid and contracts for vendors wishing to participate in community events,
9. Prepare program and event reports and develop an evaluation process for the events with the goal of improving the event activity and the event budget,
 - a. Certify vendor costs,
10. Assist in budget preparation,
 - a. May require appearance and presentations at public meetings,
 - b. Oversee safety programs involved with events or programs,

All persons furnished by the consultant shall be its employees or agents subject to its supervision and control, and not MHCS D employees. Consultant personnel shall perform services in accordance with applicable MHCS D, San Joaquin County, and State of California criteria and guidelines, and are subject to the following general requirements:

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Consultant shall provide for all transportation and communication requirements for the consultant's personnel. MHCS D shall not be responsible or billed for any additional cost for personnel locating from outside the area. Consultant shall provide its own liability insurance, business license, and any other required documentation. The consultant shall sign a standard MHCS D contract.

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SECTION 3: CONSULTANT SELECTION PROCESS

The proposals will be evaluated using the following criteria:

- Approach and understanding of tasks.
- Qualifications and specific experience.
- Similar program or project experience.
- Ability to provide and schedule qualified personnel.
- Previous client satisfaction.

Qualified candidate/firms may be invited to an interview on July 28, 2010. All key team member(s) should be available to attend the interview. The evaluation/interview panel may include representatives from the MHCSD and other local agencies and/or their respective consultants, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and proposal preparation shall be borne by the responding candidates/firms.

Once the top candidate/firm has been determined, the MHCSD will start contract negotiations with the top-ranked firm. If contract negotiations are not successful, the second ranked candidate/firm may be asked to negotiate a contract with MHCSD, etc. The hourly rate and number of hours are fixed.

SECTION 4: KEY DATES IN SELECTION PROCESS

July 16, 2010: **Proposals are due no later than 3:00 p.m. on Friday, July 16, 2010** at the offices of the Mountain House Community Services District, 230 S. Sterling Drive, Suite 100, Mountain House, CA 95391.
Late submittals will not be accepted.

July 28, 2010: Interviews for consultant selection are tentatively scheduled for Wednesday, July 28, 2010 at the offices of the Mountain House Community Services District.

August 2, 2010: Final interviews with the Mountain House General Manager are tentatively scheduled for the week of August 2, 2010, at the offices of the Mountain House Community Services District.

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SECTION 5: REQUIREMENTS FOR RFP SUBMITTAL

Please prepare your proposal in accordance with the following requirements.

1. Proposal: The proposal shall not exceed a total of the equivalent of 10 single-sided, 8.5" x 11" pages. Resumes and supplemental information should be included in an appendix.
2. Transmittal Letter: The proposal shall be transmitted with a cover letter describing the consultant's interest and commitment to the proposed contract. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address, email address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm to negotiate a contract with MHCS D shall sign the cover letter. Address the proposal and cover letter as follows:

Morgan K. Groover, MH Development Manager
Mountain House Community Services District
230 S. Sterling Drive, Suite 100
Mountain House CA 95391

3. Proposal Description: This section should convey the Consultant's understanding of the nature of the work, including coordination with and approvals from MHCS D.
4. Experience and Qualifications: Provide an organization chart of the proposed team along with the qualifications and experience of each team member that will be available for providing the requested services.
5. Approach and Management Plan: This section should provide the consultant's proposed approach for providing the services.
6. References: Provide at least three references (names and current phone numbers) from recent work (previous five years) similar to this project.
7. Similar Work: Provide information and descriptions of similar work that the consultant has completed.
8. Submittal of Proposals: Four (4) copies of your proposal are due at the MHCS D offices no later than the time and date specified in Section 4, above. Envelopes or packages containing the proposals should be clearly marked,

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“Event and Recreation Coordinator Proposals Enclosed.”

If you have any questions regarding this RFP, please contact:

Morgan K. Groover, MH Development Manager
Mountain House Community Services District
Phone: (209) 831-2300
E-mail: mgroover@sjgov.org

SECTION 6: RFP GENERAL CONDITIONS

A. Rejection of Proposals

The MHCS D reserves the right to reject any or all proposals.

B. Limitations

This RFP does not commit the MHCS D to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

C. Contract

A sample contract is shown in Attachment A. It is expected that the terms of the contract will be acceptable to the consultant.

D. Work scope Modifications

The MHCS D reserves the right to request changes to the staffing and/or scope of services contained in any of the proposals.

E. Non-discrimination

Contractors shall not discriminate on the basis of race, color, national origin, sex, or physical disability in the performance of MHCS D contracts.

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SECTION 7: RFP ATTACHMENTS

Please see the following attachments:

- A. Sample Contract

3. Term of Agreement:

This Agreement shall commence on the date of execution by the MHCS D General Manager, and continue until _____, unless said work is completed on a date prior thereto or unless terminated earlier as provided herein.

4. Compensation:

The compensation shall not exceed the amount of \$_____ for services performed pursuant to this Agreement. Payments shall be made within 30 days of receipt of invoice from CONSULTANT.

5. Invoicing:

CONSULTANT shall submit one original and one copy of each invoice to the MHCS D, 230 S. Sterling Drive, Suite 100, Mountain House, CA 95391. All invoices must reference this Contract ID Number, the service performed and the Federal Tax Payer Identification Number. Payments will be made against invoices as submitted.

6. CONSULTANT's Status:

In the performance of work, duties and obligations imposed by this Agreement, the CONSULTANT is at all times acting as an Independent Contractor practicing his or her profession and not as an employee of the MHCS D. CONSULTANT shall perform the CONSULTANT's work in accordance with currently approved methods and standards of practice in the CONSULTANT's professional specialty. A copy of CONSULTANT's current business license shall be provided to MHCS D. The CONSULTANT shall not have any claim under this Agreement or otherwise against the DISTRICT for vacation, sick leave, retirement benefits, social security or worker's compensation benefits. The CONSULTANT shall be responsible for federal and state payroll taxes such as social security and unemployment. MHCS D will issue a form 1099 at year-end for fees earned.

7. Assignments:

Inasmuch as this Agreement is intended to secure the specialized services of the CONSULTANT, CONSULTANT may not assign, transfer, delegate or subcontract their obligation herein without the prior written consent of MHCS D. Any such assignment, transfer, delegation or subcontract without the prior written consent shall be considered null and void.

8. Non-Exclusive Rights:

This Agreement does not grant to CONSULTANT any exclusive privileges or rights to provide services to MHCS D. CONSULTANT may contract with other counties, private companies or individuals for similar services.

12. Notices:

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be effected by personal delivery or by first class mail, registered or certified, postage prepaid, return receipt requested. Unless otherwise designated by either party in writing, such notices shall be mailed as shown on Page 1.

13. Termination:

If the CONSULTANT breaches or habitually neglects the CONSULTANT's duties under this Agreement without curing such breach or neglect upon fifteen (15) working days written notice, the MHCS D may, by written notices, immediately terminate this Agreement without prejudice to any other remedy to which MHCS D may be entitled, either at law, in equity, or under this Agreement. In addition, either party may terminate this Agreement upon sixty (60) days written notice to other party.

14. Conflict of Interest Statement:

CONSULTANT covenants that CONSULTANT, its officers or employees or their immediate family, presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by CONSULTANT under this Agreement. CONSULTANT shall not hire MHCS D's employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of MHCS D. Performance of services under this Agreement by associates or employees of CONSULTANT shall not relieve CONSULTANT from any responsibility under this Agreement.

15. Drug Free Workplace:

CONSULTANT shall comply with the provisions of Government Code Section 8350 et seq., otherwise known as the Drug-Free Workplace Act.

16. Force Majeure

It is agreed that neither party shall be responsible for delays in delivery or acceptance of delivery or failure to perform when such delay or failure is attributable to Acts of God, war, strikes, riots, lockouts, accidents, rules or regulations of any governmental agencies or other matters or conditions beyond the control of either the seller/contractor or the purchaser.

17. Compliance:

CONSULTANT shall comply with all Federal, State and local laws, regulations and requirements necessary for the provision of contracted services. Furthermore,

CONSULTANT shall comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation. CONSULTANT shall maintain current throughout the life of this Agreement, all permits, licenses, certificates and insurances that are necessary for the provision of contracted services

18. Form Law:

The Laws of the State of California shall govern this Agreement. Venue is San Joaquin County. The provision of this paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

19. Documents:

All drawings, specifications, documents and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the MHCSD whether executed by or for the CONSULTANT for MHCSD, or otherwise by or for the CONSULTANT, or by or for a subcontractor operating under the CONSULTANT'S supervision, or direction, and all such documents and copies thereof shall be returned or transmitted to MHCSD forthwith upon termination or completion of the work under this Agreement.

20. Entire Agreement and Modification:

This Agreement supersedes all previous Agreements either oral or in writing and constitutes the entire understanding of the parties hereto. No changes, amendments or alterations shall be effective unless in writing and signed by both parties.

IN WITNESS WHEREOF, MHCSD and CONSULTANT have executed this Agreement on the day and year first written above.

Consultant

Mountain House
Community Services District,
a political subdivision of
the State of California

By: _____

By: _____

Consultant

Paul Sensibaugh, General Manager