



## **CITY OF ORLAND**

### **REQUEST FOR PROPOSALS**

#### *Comprehensive Professional Planning Services*

Proposals Must be Received No Later than 4:00 p.m., April 28, 2025

Remit To:  
City of Orland  
Jennifer Schmitke, City Clerk  
815 Fourth Street  
Orland CA 95963

## **REQUEST FOR PROPOSALS OUTLINE**

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**City of Orland**  
**Request for Proposal**  
**For**  
**Comprehensive Professional Planning Services**

**I. PURPOSE**

The purpose of this Request for Proposal (“RFP”) is to solicit, select and award a contract for the provision of comprehensive professional planning services as needed by the City of Orland. The City aims to provide timely, efficient, and professional service responsive to the needs of the City and of project applicants.

**II. BACKGROUND**

Orland is located in the Sacramento Valley region of Northern California, lying inland between the State's coastal mountain ranges and the Sierra Nevada Mountains. Orland is situated approximately 100 miles north of the City of Sacramento on Interstate 5, roughly halfway between Portland and Los Angeles. The City has robust commercial activity at the I-5 / SR32 interchange, and a remarkably popular set of boutique shops and excellent restaurants.

The regional economy continues to be predominantly based upon agricultural production and agriculturally oriented industry. “The Queen Bee Capital of North America,” Orland boasts more producers of queen bees than anyplace, local families who have mastered the art and science of cultivating starter units for beekeepers worldwide.

Approximately half of Glenn County’s population lives in and near Orland. Orland’s general fund is heavily dependent on sales tax revenue from refueling operations. The City is keenly aware of the need to expand and diversify its economy.

**III. SCOPE OF SERVICES**

The consulting planner or planning firm will be asked to provide and manage a full range of municipal planning services for the City. The service expectation is to rise above a task-based service approach to the provision of a fully comprehensive municipal planning service; provide expertise in comprehensive municipal planning (short and long range), zoning, residential and commercial development, and provide a range of professional planning services and local government technical assistance. The ideal firm would demonstrate a history of competence providing planning services, a clear understanding of CEQA guidelines and the wherewithal to review and successfully guide project applicants through the development/CEQA process, with a proven commitment to excellent customer service.

#### IV. PROPOSAL SUBMITTAL

- A. Printed on paper proposals are acceptable if a digitized version is also received.
- B. Proposals will be accepted until 4:00 p.m., April 28, 2025. Acceptable forms of delivery would be by email to [cityclerk@cityoforland.com](mailto:cityclerk@cityoforland.com) , and by U.S. Mail or other third-party delivery services, or personal delivery to:

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- C. Submittal of proposals will be at the proposer's risk. **Proposals received after 4:00 p.m., April 28, 2025, may not be considered.**
- D. Proposals must be signed by a duly authorized officer of the bidding organization, delivered along with all required documents.
- E. All costs of proposal preparation and submittal shall be the responsibility of the proposer.
- F. A professional services rate sheet must be submitted in a separate attachment showing rates for City services.
- G. All questions relating to this proposal must be received in writing via e-mail addressed to [cityclerk@cityoforland.com](mailto:cityclerk@cityoforland.com) . Questions will not be accepted via any other method or format. All questions and responses will be distributed to all prospective bidders who have registered with the City of Orland through [Public Purchase](#).
- H. All materials submitted in response to this Request for Proposal become the property of the City of Orland.

#### V. SUBMITTAL REQUIREMENTS

Candidates shall submit proposals that thoroughly respond to the items listed below. The most responsive proposals will address the issues in this section, while minimizing unnecessarily elaborate presentation materials beyond that sufficient to present a complete and effective response. The proposal must be organized and presented in the order as outlined in this section. Failure to do so may remove the proposer/consultant/bidder from further consideration.

##### 1. Statement of Understanding

The proposal must provide a detailed description of the candidate's approach to the performance of the services requested that illustrates the candidate's knowledge of municipal planning functions and needs, and demonstrates an understanding of the nature of the work being requested.

## 2. Proposed Team Members

Identify and provide brief descriptions of the primary responsible representative(s) and title(s); an organizational chart of the team anticipated to be involved in providing the services is optional. Provide the role and relevant background experience of the individuals involved in providing the services to the City, including a brief description of the education, experience and qualifications of the key personnel.

## 3. Approach and Availability

Provide an understanding of the approach your firm proposes to accomplish this task to include assigned staff, customer service, hours committed to counter hours, response times, routing times (when submitted to support staff or higher lever task specific staff (e.g., CEQA). Note that currently Orland has on-site in-person planner services one day per week, one planning commission meeting per month, occasional required attendance at city council meetings which are held twice monthly. Firms should consider including in their proposals this level of service and attendance at one city council meeting per month as part of the engagement.

## 4. References

Provide at least three (3) references of other public agencies (including contact name, email addresses, and telephone numbers) that City staff may contact to verify the experience of the proposer, preferably identifying projects performed for those references that are relevant or similar in nature to the planning services requested in this Request for Proposal.

## 5. The Cost of Services.

The proposal should state the cost of the services to be provided to the City identifying the following:

- A. The hourly rate for each person or professional classification providing service to the City;
- B. The time increment(s) billed for services provided to the City;
- C. Any additional charges billed for providing services to the City; and
- D. The billing policies of the bidder.

The proposal should include a sample or template of the firm's public agency professional services agreement and sample invoice.

## VI. PROPOSAL REVIEW AND EVALUATION CRITERIA

- A. City staff will evaluate the proposals to determine responsiveness and the respective qualifications and experience of each responding party.
- B. A responsive bidder is one whose proposal substantially complies with all requirements of this Request for Proposal.
- C. A responsible bidder is one which:
  - 1. Demonstrates the competency, experience, and education required to effectively perform the duties enumerated in the Scope of Services;
  - 2. Has the experience of successfully performing similar services;
  - 3. Demonstrates a commitment to be regularly and readily accessible to the City regarding all aspects of planning services and progress of applications and projects;
  - 4. Has no record of unsatisfactory performance, lack of integrity, and/or poor business ethics;
  - 5. Is otherwise qualified and eligible to receive a contract award under applicable statutes and regulations; and
  - 6. Whose qualifications and record of performance are verified by acceptable references.
- D. The City reserves the right to declare any proposal irregular and disqualified for award if it is conditional, incomplete, or not responsive to this Request for Proposal.
- E. The City reserves the right to waive any proposal irregularity. However, this will not relieve the Contractor from full compliance with the contractual requirements if awarded the contract.
- F. The City reserves the right to reject any and all proposals. The City Reserves the right to re-start the Request for Proposal process, and/or to perform any or all planning services with City staff.
- G. The contract award may not be based solely on price. A combination of factors determined to be in the best interest of the City will be considered.
- H. The selected bidder will be expected to enter into a contract with the City of Orland and the City reserves the right to negotiate all terms of any such contract.

## VII. TIMELINE

RFP Issuance	March 25, 2025
Question Submittal Deadline	April 17, 2025
RFP Submittal (4:00 pm)	April 28, 2025
Interview Date (tentative)	May 6, 2025
Reference checking, second interviews as needed	
City Council Award of Contract (tentative)	May 20, 2025

## VIII. ADDITIONAL REQUIREMENTS

- A. The successful bidder must obtain a business license with the City of Orland prior to the commencement of any work performed.
- B. The successful bidder must acknowledge that the individual or entity performing services is doing so as an independent contractor of the City of Orland and will provide a Form W-9 upon signing of Professional Services Contract.
- C. Insurance and Indemnification
  - a. The successful bidder shall, at its sole cost and expense, procure, pay for and keep in full force and effect the following insurance coverages:
    - i. Commercial General Liability Insurance with respect to the operations of the contractor in the performance of services on behalf of the City per current ISO form CG 00 01 or equivalent with limits of at least One Million Dollars (\$1,000,000) per occurrence, and Commercial Automobile Liability insurance for owned and non-owned autos with limits of not less than One Million Dollars (\$1,000,000) combined single limit. Such policies shall identify “the City of Orland” as an additional named insured and provide that such policy may not be cancelled or permitted to expire without at least thirty (30) days’ prior written notice to the City of Orland of such intended cancellation.
    - ii. Workers’ Compensation coverage for all contractor employees as required by California Labor Code § 3700.
    - iii. The successful bidder shall maintain professional liability (errors and omissions) insurance, in a minimum limit of One Million Dollars (\$1,000,000) covering the wrongful or negligent acts, errors, or omissions of the contractor, its managers, employees, agents and representatives in connection with the performance of its duties and services for and on behalf of the City.
    - iv. The successful bidder shall provide to the City a true and exact copy of each paid in full policy evidencing such insurance or a certificate of the insurer, certifying that such policy has been issued, providing the coverage required and containing the provisions specified herein prior to the effective date of any agreement entered into as a result of the bidding process, and upon renewals, not less than thirty (30) days prior to the expiration of such coverage.
    - v. All the above listed policies of insurance are required and shall be written by responsible insurance companies authorized by the State of California.



b. Indemnification.

The successful bidder shall indemnify, defend, and hold harmless the City and its officers, council members, employees, attorneys and agents against and from any and all liabilities, losses, demands, actions, expenses or claims, including reasonable attorney's fees and court costs, arising from any act or omission by the contractor, its officers, directors, attorneys and/or agents.

*Small, minority and female-owned businesses and Section 3 business concerns are encouraged to apply.*

*The City of Orland is an Equal Opportunity Provider.*