



**SIMPLIFIED REQUEST FOR PROPOSALS
NEXUS STUDY & FEE PROGRAM UPDATE SERVICES
RFP# 25-26-88**

SECTION 1. INTRODUCTION

The City of Santa Clara (hereinafter “City”) is soliciting proposals from qualified firms (“Proposer”) to conduct an updated Parks and Recreation Nexus Study and prepare a corresponding Fee Program Update for the City’s park impact fee programs, including fees under the Mitigation Fee Act (“MFA”) fees and Quimby Act parkland dedication and in-lieu fees.

SECTION 2. KEY DATES (SUBJECT TO CHANGE AT THE DISCRETION OF THE CITY)

Event	Date
RFP Release Date	June 19, 2026
End of Question & Answer Period	July 8, 2026 by 3:00pm PST
Due Date	July 28, 2026 by 3:00pm PST

All questions, correspondence, and proposals shall be submitted via email to Mallory Andersen at MAndersen@santaclaraca.gov.

SECTION 3. LIST OF ATTACHMENTS

Attachment	Title
A	Scope of Services
B	Exemplar Agreement including Insurance Requirements

SECTION 4. MINIMUM QUALIFICATIONS

Proposer(s) OR Proposer’s Principal that will be assigned to the City must possess a minimum of three years of experience providing the Services requested within this RFP.

SECTION 5. SCOPE OF SERVICES

A detailed scope of services can be found in Attachment A, entitled “Scope of Services”.

SECTION 6. TERM OF THE AGREEMENT

The initial term of the agreement is anticipated to be three (3) years. The City reserves the right to exercise up to two additional one-year options, for a total of five (5) years to allow the completion of services, as-needed.

SECTION 7. HOW TO OBTAIN THIS RFP

7.1 This RFP may be downloaded from the BidNet Direct e-Procurement system located at <https://www.bidnetdirect.com/california/cityofsantaclara>. Respondents can also find a link at the City of Santa Clara website at www.santaclaraca.gov. At either website, follow the links to register for this online service. You may register for free either online or by calling BidNet Vendor Support at 800-835-4603, Option 2, or via email at support@bidnet.com and telling the support representative that you are registering for City of Santa Clara solicitations.

7.2 All addenda and notices related to this procurement will be posted by the City on BidNet Direct. In the event that this RFP is obtained through any means other than BidNet Direct, the City will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

SECTION 8. PROCEDURE FOR SUBMITTING QUESTIONS AND INQUIRIES

Questions pertaining to this RFP should be submitted via BidNet Direct. Please submit all questions by the deadline indicated on the cover page. The City will provide a written response to all pertinent questions in the form of an Addendum. Questions answered on BidNet Direct shall be considered addenda to the RFP.

SECTION 9. DELIVERY OF PROPOSALS

9.1 Your proposal must be received by the due date and time listed in BidNet Direct. Proposers should familiarize themselves with BidNet Direct and allow adequate time to upload their proposals. Submittals that are initiated prior to the deadline but not completed by the deadline will not be accepted. The City is not responsible for any late or incomplete submissions due to any technical issues that may be encountered in BidNet Direct.

9.2 Your proposal should be submitted in one file. Submitting multiple files may result in a proposal being marked down or disqualified if the City spends excessive time printing and organizing your proposal. If proposer needs to submit multiple files, please name and organize your proposal in the order of the Proposal Content described in Section 11 of this RFP.

9.3 The City will accept e-signatures on documents that require a signature.

9.4 The proposal must be in Times New Roman, Arial or similar, easily readable font. The size of the font cannot be any smaller than 11 and margins should be 1 inch or wider.

SECTION 10. BASIS OF AWARD

- 10.1** The award for this requirement will be a “best value” procurement based on the City’s evaluation as per the following criteria and weights:

Evaluation Criteria	Weight
Company Information, Experience & Qualifications	40%
Technical Capability	40%
Cost/Fee Proposal	20%
Total	100%

10.2 Presentations / Oral Interviews (if held)

- 10.2.1** Finalist(s) (proposal(s) determined to have scored in the competitive range) may be invited to present oral presentations for the purpose of introducing key members of the project team and allowing the City to fully understand the Proposer’s ability to meet the evaluation criteria. Finalist(s) will be notified in writing of the date, place, time and format of the interview or presentation.
- 10.2.2** Oral presentations will not be scored separately. Instead, the City may modify proposal scores and resulting rankings based on the oral presentation.
- 10.2.3** Proposers are cautioned that oral presentations are optional and at the sole discretion of the City. Therefore, Proposers should not assume that there would be an additional opportunity to revise their technical proposals after their original submission. Proposers may not request an opportunity for oral presentations.

10.3 Best And Final Offer (BAFO)

- 10.3.1** A Best and Final Offer (BAFO) may be held with finalist(s) that have scored in the competitive range if additional information or clarification is necessary to make a final decision. The BAFO may allow Proposers to revise their original technical and/or cost proposals based on information received from the City. The City will send out the request for a BAFO with instructions addressing the areas to be covered and the date and time in which the BAFO is to be submitted. After receipt of the BAFO, scores may be adjusted based on the new information received in the BAFO.
- 10.3.2** The City will request only one BAFO, unless the Purchasing Officer determines in writing in the procurement file that another BAFO is warranted.
- 10.3.3** Proposers are cautioned that the BAFO is optional and at the sole discretion of the City. Therefore, Proposers should not assume that there would be an additional opportunity to revise their technical or cost proposals after their original submission. Proposers may not request an opportunity to submit a BAFO.

- 10.4 Agreements may be awarded to multiple Proposers if the City determines it would be in its best interest.
- 10.5 Final award shall be contingent upon selected firm accepting the Terms and Conditions listed in the City's Exemplar Agreement.
- 10.6 The Proposer selected for award is required to submit a "Certificate of Insurance" in accordance with the requirements outlined in Exhibit C of the Exemplar Agreement within ten (10) days after issuance of notice of intended award, unless the City grants an extension in its sole discretion.

SECTION 11. PROPOSAL CONTENT

- 11.1 In order to expedite the evaluation process, each proposal shall be organized in accordance with this section. Submittals that do not follow the specified format below, or fail to provide the required documentation, may receive lower scores, or if found to be non-responsive, be disqualified.
 - 11.1.1 **Cover Letter:** Include a letter signed by a principal or authorized representative who can make legally binding commitments for the entity. Include address, telephone, email address, and type of business entity.
 - 11.1.2 **Statement:** Include a statement outlining your concurrence or concerns with any and all provisions as contained in the Exemplar Agreement.
 - 11.1.3 **Firm and Team Experience:** (a) Provide a detailed narrative demonstrating your company's expertise and experience to meet the requirements of this RFP; (b) identify the person who will serve as the primary point of contact assigned to the City. Identify key individuals including their relevant experience, background, any certifications and licenses they hold, and any other pertinent information, and (c) provide three examples, with references, for which your company has provided services similar in size and scope as described in this RFP.
 - 11.1.4 **Technical Capability:** Present a well-articulated work plan that describes the approach and methodology that your company intends to use to accomplish the required scope of services. This work plan shall establish that you understand the objectives and work requirements of this RFP and that your company has the ability to satisfy those objectives and requirements. Consultant may also propose adjustments to the Scope of Services. Additionally, discuss any factors that could increase or decrease the Scope of Services, and identify any areas or aspects within the Scope of Services that are of concern to you.
 - 11.1.5 **Cost/Fee Proposal:** Submit a well-prepared cost/fee proposal on fixed fee basis according to the completion of specified tasks or milestones. Cost/fee proposals should provide all the information necessary for the City to evaluate the reasonableness of the proposed price. Cost/fee proposals must include all anticipated costs, including travel, per diem, and out of pocket expenses. Please note the City of Santa Clara does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

Please include Proposer's current hourly rate card in addition to the fixed fee cost/fee proposal.

SECTION 12. AWARD OF CONTRACT

12.1 Notice of Intended Award

The Purchasing Contact will issue a Notice of Intended Award to all Proposers. The recommendation for award will be based on the overall highest ranked proposer in accordance with Section 10.1 (Basis for Award). Should the City, in its sole discretion, determine that a secondary award is required, award will be to the second highest ranked proposer, and so forth.

12.2 Post-Notice of Intended Award Attachment Submittals

Intended awardee(s) are required to submit the following information and documents by the specified time below, unless the City grants an extension in its sole discretion. Failure to provide the documents within the time frame may result in withdrawal of the recommendation of award, and award will be made to the next highest ranked Proposer.

- 12.2.1** Certificate of Insurance (insurance requirements outlined under Attachment B (Exemplar Agreement) within ten (10) calendar days after the Notice of Intended Award.

12.3 Execution of Contract

The recommendation of award and agreement shall not be binding or valid with the City unless and until it is approved by the City Council, if so required, and executed by authorized representatives of the City and of the successful Proposer.

SECTION 13. GROUNDS FOR DISQUALIFICATION

Factors, such as, but not limited to, any of the following, may disqualify a quotation without further consideration:

- 13.1** Contact regarding this procurement with any City official or employee or evaluation team member other than the Procurement Contact from the time of issuance of this solicitation until the end of the protest period.
- 13.2** Evidence of collusion, directly or indirectly, among Proposers regarding the amount, terms, or conditions of this solicitation.
- 13.3** Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications.
- 13.4** Evidence of submitting incorrect information in the response to a solicitation or misrepresent or fail to disclose material facts during the evaluation process.
- 13.5** Offering gifts or souvenirs, even of minimal value, to City officers or employees.

- 13.6 Existence of any lawsuit, unresolved contractual claim or dispute between Bidder and the City.
- 13.7 Evidence of Proposers inability to successfully complete the responsibilities and obligations of this solicitation.
- 13.8 Proposers default under any City agreement, resulting in termination of such Agreement.

SECTION 14. PUBLIC RECORD

- 14.1 All materials submitted in response to this solicitation become the exclusive property of the City of Santa Clara. At such time as the City awards a contract, all materials received in response to this solicitation become a matter of public record and shall be regarded as public records. If you must include confidential or proprietary information that you believe is exempt from disclosure, you must (a) clearly mark the specific information as "Confidential," "Trade Secret," or "Proprietary," (b) state the specific provision in the Public Records Act that provides the exemption; and (c) provide the factual basis for claiming the exemption in each specific instance. In addition, you must separately provide a redacted version of your response materials.
- 14.2 The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary," or if disclosure, in the City's sole discretion, is required under the California Public Records Act as addressed below. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" may be regarded as non-responsive.
- 14.3 Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Santa Clara may determine, in its sole discretion, that the information that a Contractor submits is not a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the City shall provide the Contractor who submitted the information notice of the request. Contractor shall immediately notify City whether Contractor will seek protection from disclosure by a court of competent jurisdiction. Any such action will be at the Contractor's sole expense. If, after receiving the foregoing notice from the City, Contractor takes no action or is not responsive as determined by the City, the City will disclose Contractor's information without any liability or further duty of protecting the information.

SECTION 15. TAXES

- 15.1 Contractors conducting business in the City of Santa Clara or using their own trucks to deliver merchandise must pay a City of Santa Clara Business Tax. To apply for a business license, Contractors must complete the business license application at <https://www.santaclaraca.gov/home/showdocument?id=65820>.