



**REQUEST FOR PROPOSAL (RFP)  
TO PROVIDE  
COMMUNITY OUTREACH AND EQUITY ASSESSMENT REPORT  
FOR THE PUBLIC FISHING DOCK PLANNING PROJECT  
IN SUISUN CITY, CA**

Janet Hull, Recreation Manager  
City of Suisun City  
611 Village Drive  
Suisun City, CA 94585

RFP Posting Date: August 2, 2024

**SEALED PROPOSALS DUE NO LATER THAN 1:00PM, AUGUST 23, 2024**

Request for Proposal  
Community Outreach and Equity Assessment for Public Fishing Dock Planning Project

**Purpose**

City of Suisun City Recreation, Parks and Marina Department (City) invites qualified consulting firms or individuals to submit a proposal to conduct community outreach and an equity assessment report for the Suisun City Public Fishing Dock Planning Project. The City is seeking to engage with a consultant to guide community outreach with relevant stakeholder groups and community members to inform the public on the project, and to create an Equity Assessment Report to ensure the design of the fishing dock project reflects the needs of disadvantaged communities and community of colors in the area.

**About Suisun City**

Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a place to work, particularly with its reverse commute for inner Bay Area residents.

Suisun City operates under the Council/Manager form of governance in which the electorate chooses members of the City Council and the City Council hires the City Manager to implement City Council policy and run day-to-day affairs. The Mayor and City Council are elected independently in non-partisan elections to serve four-year terms in office. The Mayor Pro-Tem is selected by the City Council from among its members.

**1. DESCRIPTION OF PROJECT**

On January 24, 2024, The City was awarded funding for the Suisun City Public Fishing Dock Planning Project by the Sacramento-San Joaquin Delta Conservancy through the Proposition 68 Community and Economic Enhancement Grant Program. The Project is a response to the community's long-standing concerns about the current state of the fishing infrastructure. The existing fishing dock is in disrepair and lacks accessibility, forcing anglers to fish off the Suisun Slough basin or adjacent sidewalks.

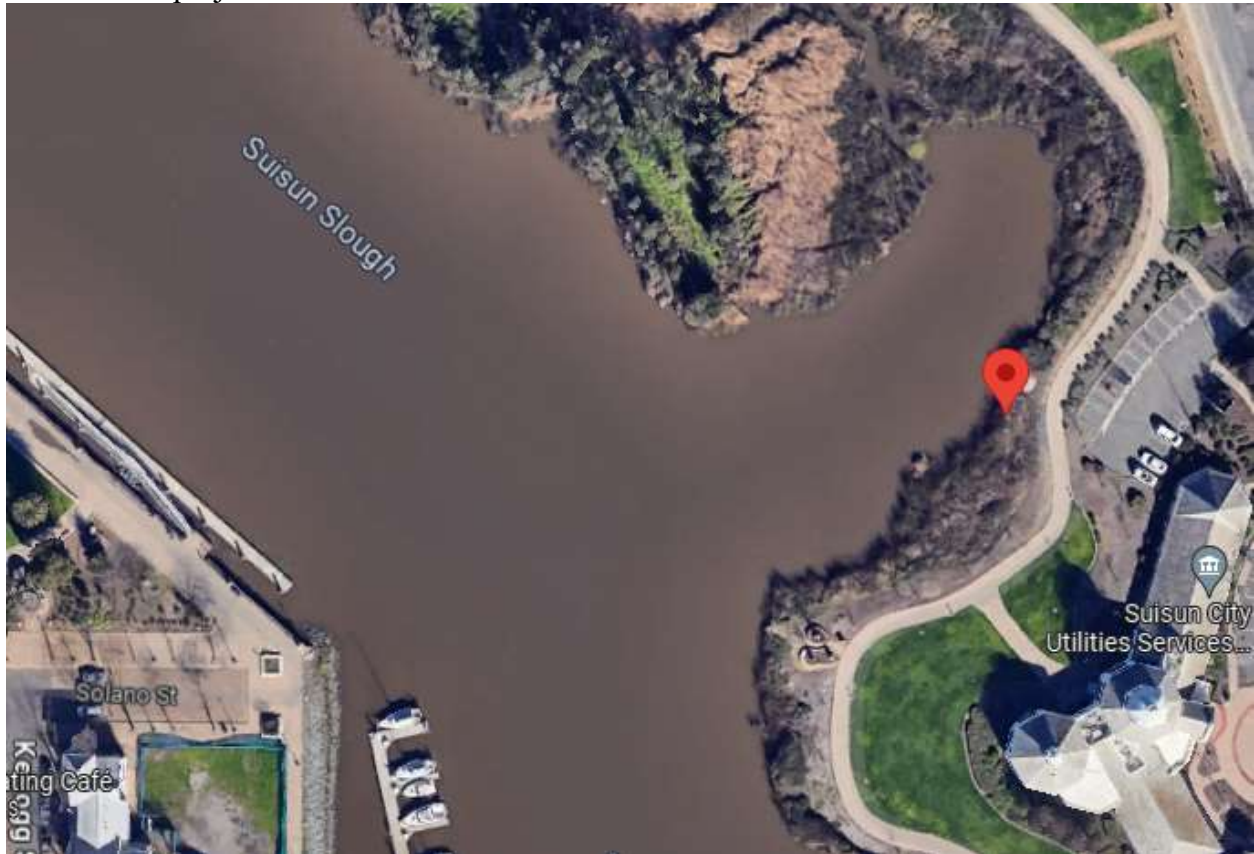
The entire project will involve the community outreach, equity assessment, planning, and design for a new 12-foot by 100-foot public fishing dock on the Suisun Slough, located at 701 Civic Center Blvd., behind and north of Suisun City Hall. The site is adjacent to an existing parking lot, providing convenient access for visitors. The GPS coordinates for the location are Latitude 38.238837, Longitude -122.037499. This project will not only offer a designated and safe space for fishing but also support tourism and recreation within the community. The new fishing dock will serve as a hub for recreational and educational activities, promoting environmental education and providing public access to the Suisun Slough and Marsh areas.

This RFP addresses the community outreach and equity assessment portion of the project, and takes into consideration that the project will take place in a Severely Disadvantaged Community (SDAC), defined as a community with a median household income less than 60 percent of the

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statewide average. The project will include working with the City on appropriate communication channels to inform public on the project, facilitation of community meetings and/or focus groups, the development of a community wide survey, and the construction of a formal equity assessment report for the project to ensure its design bests serves the needs of the community.

Below is the project location:



All proposals received will be reviewed to ensure that all tasks within the scope requirements of the RFP have been met, in addition to evaluating the ability of the proposer to provide the required services. Failure to meet the requirements may be cause for rejection (evaluation of proposals shall be at the discretion of the City of Suisun City). All proposals that meet the requirements will be submitted to the Evaluation Committee for further evaluation. The Evaluation Committee will review qualified proposals and determine a ranking based on the proposals submitted. The Evaluation Committee may at its discretion, and in the course of its evaluation, arrange a site visit and/or interview/presentation with a short list of selected Consultants who were deemed to provide the best proposals.

All questions or requests for additional information must reference the above proposal name and must be submitted by 5:00 p.m. on August 14, 2024 to: [jhull@suisun.com](mailto:jhull@suisun.com).

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Questions and answers will be issued to all interested and placed on the City of Suisun website by 5:00pm on August 16, 2024 at [www.suisun.com](http://www.suisun.com).

## 2. PRE-SUBMISSION REQUIREMENTS

All interested firms are required to:

- I. Carefully and thoroughly evaluate the scope of services and submission requirements, and any other relevant information. Failure to read, examine and understand the RFP will not excuse any failure to comply with the requirements of the RFP.
- II. Visit the proposed fishing dock site to become familiar with the general, local and site specific conditions.
- III. Consider federal, state and local laws and regulations, labor availability, and contracts that may affect cost, progress, and performance of the services and the Work of the Project.

## 3. SCOPE OF SERVICES

### Requirement I: Community Engagement

1. Meet with RPM Department to discuss expectations, and scope of work of project.
  - a. Conduct kick-off meeting with RPM Management staff and to gain a complete understanding of the project.
2. Hosting stakeholder and/or community meetings
  - a. At least three community meetings (two in-person, one virtual) and/or focus group(s) – targeting residents of the SDAC, from disadvantaged communities and communities of color, and local fishing groups.
  - b. Development and implementation of City-wide survey.
  - c. Presentations to Suisun City Recreation, Parks, Marina, and Arts (RPMA) Commission and Suisun City Council on community outreach findings and concept plan.
  - d. Analysis of findings to assist with Requirement II

### Requirement II: Equity Assessment Report

1. Construction of a Formal Equity Assessment Report. The report shall include, without limitation, the following:
  - a. Executive summary, including audiences reached and key findings
  - b. Recommendations to include in design of fishing dock
  - c. Reporting of any equity issues experienced by residents
  - d. Any additional research related to equity and inclusion regarding the project.

## 4. PROPOSAL FORMAT

Provide three (3) copies of the proposal.

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Proposals must be:

- 1) Typed.
- 2) Be as brief as possible and not include any unnecessary promotional material.
- 3) Restrict each proposal to no more than 20 total pages including all responses, reference work, and information about the firm and individuals assigned to the project. Minimum font size is 12.

## 5. PROJECT TIMELINE

<b>Request for Proposals due</b>	<b>August 23, 2024, 1:00pm</b>
Selection Committee Review	August 26, 2024
Interviews (as needed)	August 27, 2024
Firm Selection	August 28, 2024
City Council Contract Approval	September 17, 2024
Consultant Initial Meeting	September 25, 2024
Presentation to RPMA Commission	December 4, 2024
Presentation to City Council	December 17, 2024
Completion of Requirement I	December 27, 2024
Completion of Requirement II	January 24, 2025

## 6. GENERAL CONDITIONS

### A. Pre-Contractual Expenses

City shall not, in any event, be liable for any pre-contractual expenses incurred by the Consultant. Pre-contractual expenses are defined as expenses incurred by Consultant in: (1) preparing the Proposal; (2) submitting the Proposal to the City; (3) presenting Proposal during selection interview; (4) negotiating with City any matter related to this Proposal; (5) incurring any other expenses by Consultant prior to an executed Agreement.

### B. Withdrawal of RFP

The City reserves the right to withdraw this RFP at any time without prior notice. In addition, the City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City expressly reserves the right to postpone reviewing the Proposals for its own convenience.

### C. Rejection of Proposals

The City reserves the right to reject any or all Proposals submitted. Any Contract awarded for these Consultant engagements will be made to the Consultant who, in the opinion of the City, is best qualified.

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**D. Non-discrimination**

Any Contract to be awarded as a result of this Request for Proposal will be awarded without discrimination based on age, disability, medical condition, race, color, religion, sex, sexual orientation, marital status, or national origin.

**E. Proposal Length**

The Consultant's Proposal shall be no more than 20 pages, excluding a cover letter of up to two pages, dividers, and certificates. The RFP will not be counted when included in the Proposal.

**7. SUBMISSION REQUIREMENTS**

Proposals must be submitted to the following address as detailed below:

City of Suisun City  
Subject: Public Fishing Dock Project – Community Outreach and Equity Assessment  
Attn: Janet Hull, Recreation Manager – RPM Department  
611 Village Drive  
Suisun City, CA 94585  
To be opened Friday, August 23, 2024

- All proposals must be received by 1:00pm on August 23, 2024.
- No late proposals will be considered
- No fax or email proposals will be considered
- Consultant must provide 3 original copies of proposal at time of submission