REQUEST FOR PROPOSALS:
BENEFIT ASSESSMENT FORMULATION, IMPLEMENTATION AND ADMINISTRATION

STATEMENT: The Mosquito & Vector Management District of Santa Barbara County (MVMD) is soliciting proposals from qualified and experienced firms, consultants, and other parties who are interested in developing, implementing and administering annual benefit assessments for our agency for a five (5) year period, starting in Spring 2024. The benefit assessment is a critical revenue source for funding the MVMDs operations, staffing and services.

BACKGROUND: The MVMD is a type of local government agency known as an Independent Special District. These types of districts are independent of city, county, state, and federal government entities – they are community-based, local government agencies. The MVMD is one of forty-seven (47) independent special districts in California that conduct mosquito abatement as their primary public service. The MVMD's mission is to protect the public’s health and safety from vectors and vector-borne diseases.

Located in the County of Santa Barbara, the MVMD and its predecessors have provided mosquito control in the Carpinteria Valley since 1936 and in the Goleta Valley since 1959. In 1993, the District became a full service vector management district that now provides mosquito management services, rodent inspections, tick collecting surveys and responds to calls for assistance from residents experiencing problems with biting and stinging insects and other “vectors” of public health importance.

The MVMD is funded primarily by ad valorem property taxes, the special benefit assessment, and contracted mosquito abatement services. For fiscal year 2022-2023, the MVMD’s operating budget was $1,391,050 with $1,522,215 in total revenues; the special assessment accounted for forty-six (46) percent of that revenue. In the past 5 years, the special assessment has accounted for an average of forty-eight (48) percent of the MVMD’s total revenues.

SCOPE OF WORK:

The consulting firm/consultant/party determines the annual benefit assessment rate charged to each parcel within the MVMD’s service zones and produces an Engineer’s Report every year. Details on what this work entails includes the following:

For the Engineer’s Report and Associated Work:

• Produce an annual budget based on information provided by the MVMD
• Calculate and produce a preliminary benefit assessment roll
• Author MVMD Board resolutions
• Prepare and publish public notices regarding public hearings on approving annual benefit assessments
• Attend public hearings
• Attend MVMD Board meetings on request or when necessary
For the Benefit Assessment Rolls:
- Create and maintain a database of all parcels within the MVMD’s service zones
- Keep the database updated, track all parcel changes that occur and make corresponding changes in the assessment for new or changed parcels.
- Produce the final assessment roll and submit it to the County of Santa Barbara so that benefit assessments can be added to the county property tax bills.

For Inquiries, Disputes, Disagreements, Issues Regarding Benefit Assessments:
- Answer questions from property owners and the general public about the benefit assessments.
- Defend the validity and legality of the benefit assessments in response to property owners who object to them and/or are not willing to pay them.
- Revise, correct individual assessments when warranted.
- Provide technical, support

PROPOSAL CONTENT: All submitted proposals should contain the following:
- Experience and expertise in benefit assessment development, formulation, implementation and administration.
- Experience in writing and preparing an Engineer’s Report.
- Experience working with independent special districts.
- Short biography and qualifications of staff who would be working on the benefit assessment.
- List of clients who have used your services for benefit assessment work and that would be willing to be contacted as references.
- Detailed description of all fees, charges, pricing, costs associated with developing, implementing, and administering a benefit assessment on an annual basis.
- Fee schedules for the 5-year term of the contract including anticipated cost increases.

CONTRACT AWARD
A contract for services must be approved by a majority of the District Board of Trustees. Any or all proposals may be rejected by the District Board of Trustees for any reason. All reports and documents shall become the property of the District at the conclusion of the contract.

SELECTION TIMELINE
Release of RFP: February 23, 2024
Submissions due: March 8, 2024
Selection to be announced (tentative): March 15, 2024

PROPOSAL SUBMISSION INFORMATION:
All proposals must be received by the MVMD no later than 4:00 PM Pacific Time on Friday, March 8, 2024. Proposals submitted after this deadline will not be accepted.

Proposals may be delivered by any of the following methods:
- Via email to pm@mvmdistrict.org
- By U.S. Postal Service to:
  Mosquito & Vector Management District of Santa Barbara County
  P.O. Box 1389
  Summerland, CA 93067
  Attention: General Manager
• **By carrier/delivery service to:**
  Mosquito & Vector Management District of Santa Barbara County
  2450 Lillie Ave.
  Summerland, CA 93067
  Attention: General Manager

• **Delivered in person to the general manager at our office at the street address provided above.**

**FOR QUESTIONS AND ANY OTHER INQUIRIES:**

Please contact General Manager Brian Cabrera at bcabrera@mvmdistrict.org or by phone at 805-969-5050.