



REQUEST FOR PROPOSALS (RFP)
FOR
DESIGN CONSULTANTS
FOR THE
CHINATOWN BLUEPRINT PROJECT

September 25, 2026

SUBMISSIONS DUE
October 30, 2026, BY 3:00 PM

ISSUED BY
The City of Marysville
526 C Street
Marysville, CA 95901

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

"**CBO**" refers to the Community Based Organization or Marysville Chinese Community, inc.

City- The City of Marysville

Consultant- The firm selected by the City to perform the services described in this RFP.

EEI- Engage, Empower, Implement (EEI) Grant

"**Qualified Respondent**" refers to those Respondents who have satisfied the criteria set forth in this RFP.

"**Request for Proposals**" (**RFP**) refers to this Request for Proposals including any amendments thereof or supplements thereto.

I. Introduction and Purpose

The City of Marysville is soliciting proposals from interested person(s) or firms or interdisciplinary teams (“Consultants”) interested in providing design services for **THE MARYSVILLE CHINATOWN BLUEPRINT PROJECT** related to providing conceptual designs, and transportation improvements that will help invigorate the Chinatown area. The selected firm(s) will assist the CITY and the Citizen Based Organization (CBO) representing the Chinese community in a planning document for the future of the Marysville Chinatown area.

Marysville is in western Yuba County, approximately 40 miles north of the city of Sacramento in the Sacramento Valley. The city is located at the confluence of the Yuba and Feather Rivers, bounded by the city of Yuba City to the west and unincorporated areas to the north, east, and south.

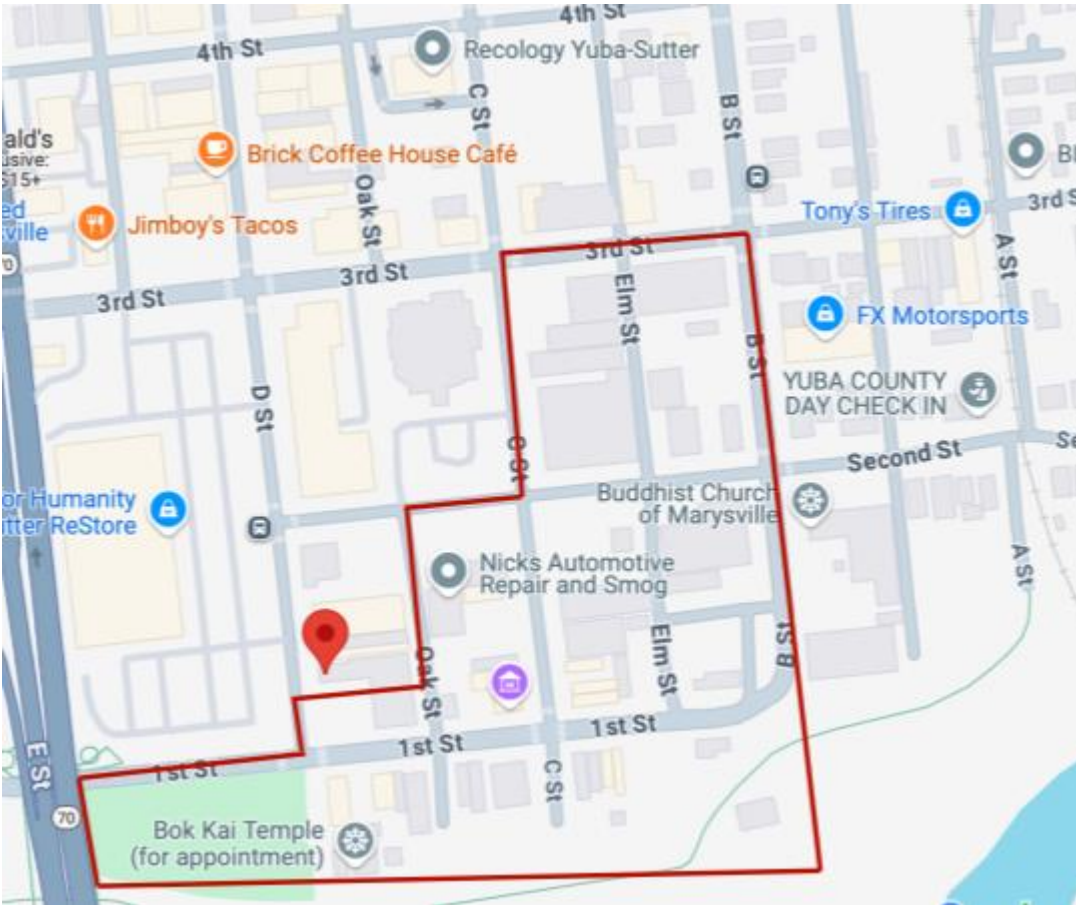
The planning grant is funded by the Sacramento Area Council of Government’s (SACOG) Engage, Empower, Implement (EEI) Regional Funding Grant that includes federal funding through the California Department of Transportation (Caltrans), that establishes and funds community-based outreach and engagement projects throughout the six-county SACOG region. Community-based organizations (CBOs) and SACOG member jurisdictions will partner to plan and implement these projects in their local communities with assistance from the EEI process, technical resources, and tools.

EEI will incorporate community-led planning and design principles to identify communities’ priorities and develop projects that meet their needs. Through this collaborative planning process with member jurisdictions and CBOs, the region will be able to identify and create community-driven and equitable projects ready for federal, state, and local funding opportunities.

The City is partnering with the Marysville Chinese Community (referred to as the Community Based Organization or CBO), to provide outreach and engagement to the community. The consultant will provide design work to identify possible improvements.

Summary of approach & work

The Marysville Chinatown Blueprint project identifies the Marysville Chinatown community, a presently and historically disadvantaged community to benefit from this grant. The center of Chinatown is approximately and culturally the historic Bok Kai Temple, on First Street and D Street.



Project Goal/Outcome

This grant will complete significant engagement efforts which will lead to recommendations to prepare a Marysville Chinatown Blueprint document. The consultant(s) should prepare the following:

1. Identify ways for the CBO and City to reinvigorate Chinatown and attract visitors, residents, and businesses, with a recognition of the Bok Kai temple as a key driver and attractor.
2. Recommend public space improvements, including conceptual design of two key locations and associated costs to set the community up for future grant efforts. This is anticipated to include public transportation and access recommendations. The effort could include architecture/design guidelines, green spaces, hard spaces and way finding to support the district.
3. Recommend public transportation improvements topics could include: public transportation, parking improvements, bike/pedestrian amenities, sidewalk improvements, street furniture, water features, and resident/visitor access points.
4. Identify pilot projects that can be installed to test improvements.

5. The engagement efforts are also intended to galvanize further interest and partnerships to implement the Blueprint after this grant is complete.

Through a Request for Proposal process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit in accordance with the procedure and schedule in this RFP. The City and CBO and project team will review the submittals which includes all the information required to be included as described herein (in the sole judgment of the city). The City intends to qualify the person(s) and/or firm(s) that (a) possesses the professional, financial, and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the community of Marysville Chinatown.

The city will evaluate submissions based on qualifications, experience, and demonstrated ability to meet the project scope and schedule. The most qualified firm will be recommended to the City Council for contract award.

II. General Disclaimer

This RFP does not commit the City to award a contract. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City and residents of the area in question. No other party, including any Respondent, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Respondent to this RFP, shall become the property of the City and may be subject to public disclosure by the City, or any authorized agent of the City. The City is not liable for any costs incurred by Respondents in preparing and submitting a RFP or for any costs and expenses incurred in meeting with or making presentations to the City if so requested.

III. Title VI Solicitation Notice

The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations issued thereunder (49 CFR Part 21), hereby notifies all applicants that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (DBEs) will be afforded full and fair opportunity to submit RFPs in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

IV. Project Description

Project Site: The center of Chinatown is approximately and culturally in the vicinity of the historic Bok Kai Temple. The project will explore supporting the Chinatown community within the confines of the downtown area.

Description:

This grant will complete significant engagement efforts which will lead to recommendations within the Marysville Chinatown Blueprint. This Blueprint will:

1. Identify ways for the CBO and City to reinvigorate Chinatown and attract visitors, residents, and businesses, with a recognition of the Bok Kai temple as a key driver and attractor.
2. Recommend public space improvements, including conceptual design of two key locations and associated costs to set the community up for future grant efforts. This is anticipated to include public transportation and access recommendations.
3. Recommend public transportation improvements topics of the project's community engagement, such as public transportation, parking improvements, green spaces, wayfinding, water features, bike/pedestrian amenities and resident/visitor access points.
4. Design pilot programs to test design options.

The selected consultant will assist the City and the Community Based Organization to identify strategies to assist in meeting the above Blueprint deliverables.

The City intends to enter into agreement(s) with a qualified consultant(s) to provide design services.

All work must comply with the grant federal and state requirements and be completed in alignment with the project schedule.

This opportunity is open only to prime respondents with substantial, direct and relevant consulting experience. Respondents must demonstrate extensive experience in design and transportation improvements.

V. General Provisions

For the purposes of this RFP, the City is requesting that services be provided by a project team including, at minimum:

1. All work shall be in accordance with the Federal government, SACOG, City of Marysville or other applicable standards.
2. All plans, specifications, and associated documentation are 'instruments of service' and are the property of the City of Marysville and may be requested for delivery at any time.

The successful consultant's project teams (prime and sub-Request for Proposal EEI Blueprint Project) are required to follow the provisions of 49 CFR Part 15 and Part 1520 (Protection of Sensitive Security Information). The successful respondent shall submit for approval a plan showing how such documents will be handled and controlled.

VI. Selection Criteria and Procedure

It is the ultimate intent of City Marysville to obtain design services by selecting a submittal that best addresses the required project and design outcome objectives. The Project Team upon review of all submittals provided, will exercise selective discretion, based on evaluative scoring (given below as "CRITERIA") in selecting the respondent who appear capable of executing the project in the fashion desired.

	Criteria	Maximum Points
1	Experience with similar projects	30
2	Understanding of the work to be performed and project approach	20
3	Knowledge of local community issues	10
4	Firm located within corporate boundaries of Marysville	5
5	Staff expertise and experience and demonstrated technical ability with providing conceptual designs	15
6	Strong understanding of community led planning and capability of developing innovative solutions	10
7	Financial responsibility and availability	5
8	Overall impression and responsiveness	5
	Total	100

Notification of Consultant Rankings

Notification of consultant rankings will be issued by a Notice of Intent, phone, electronic mail or by letter and will be dated, no later than November 30, 2026.

Cost Proposals and Final Scope of Work

Fee and Final Scope Negotiation

The most qualified respondent will be invited to enter into fee and final scope negotiations with the City. The respondents will be invited to attend a meeting with City staff to review the project and ensure that all parties have a complete understanding of the work required. The City will provide all available material related to the project to the consultant, who will provide the CITY with a written, detailed fee and final scope of work proposal.

If a negotiated agreement cannot be reached with the first selected respondent or the respondent is not responsive or timely in responding prior to the award, the City retains the right to end negotiations and continue the selection process with the next highest ranked consultant that submitted an RFP. This process will continue until a satisfactory fee and final scope negotiation is completed.

A formal notice to proceed with the selected respondent will occur after all required documentation (insurance, applicable licenses etc.) are submitted to the City and once a job number has been established with the City's Finance Department.

VII. Statement Of Qualifications Requirements and Submittal

The following requirements are provided for standardizing the preparation and submission of RFPs by all consultants. The intent is to assist respondents in the preparation of their RFPs and to assist the City and qualifications evaluation committee by providing standards for comparison of respondents and narrowing qualification requirements.

RFPs shall contain the following information in the order listed:

1. Introductory Letter (2 pages maximum*)

The introductory (or transmittal) letter should broadly touch on the understanding of community/placed based planning and understanding of the project and shall be addressed to:

Maggie Sanchez
City Clerk
City of Marysville
526 C Street
Marysville, CA 95901

The letter shall include the respondent's contact name, mailing address, telephone number, facsimile number, and email address. Include the offices where work will be conducted by the consultant and listed sub-consultants.

The letter shall state that the consultant and all sub-consultants shall comply with all local, state and federal requirements.

The consultant shall disclose any financial, business, or other relationship with the City that may have an impact upon the outcome of the contract or the construction project. The consultant shall also list all current clients who may have a financial interest in the outcome of this contract.

The letter shall also indicate any conflicts or non-acceptability of the terms and conditions of the City's proposed agreement, including all of the attachments to the agreement. Proposed deviations and modifications to the contract agreement shall be noted and supporting reasons provided. The City will not consider changes to the agreement once consultant selection has been completed. If necessary, the proposed deviations and modifications, along with the reasoning therefore, may be attached as an appendix to the SOQ.

2. Statement of Qualifications and Experience (4 pages maximum) and List of Vital Personnel

Identify respondent's Project Manager, Project Staff, sub-consultants and other vital personnel. Describe the responsibilities of each and show the relationships on an Organizational Chart. Include previous project experience similar to the subject project (with special attention to regional projects), ability, and capability of the City for undertaking and performing the work. Identify the current availability of all vital personnel. The City must approve any changes in vital personnel and sub-consultants after the award of contract before any change can be made.

Provide project descriptions, contact names, current email addresses, and current telephone numbers for three (3) references of similar project experience that illustrates the quality and past performance of the project team, including a delivery record with reference to schedule and budget.

Provide a list of all vital personnel, including only each individual's name, company, project position, email address, phone number, and address; if any sub-consultant(s) are used a list of vital personnel containing the individual's name, company, project position, e-mail address, phone number and address. The City must approve any changes in vital personnel and subconsultants after the award of contract before any change can be made. The List of Vital Personnel shall be formatted in such a manner that it can be included in and provided in an electronic file compatible with Microsoft Word as described *Statement of Qualifications Submittal Delivery* section. The List of Vital Personnel shall be submitted in an appendix to RFP and does not count towards the page limit for this section. Resumes for these consultants' vital personnel only may also be provided in an appendix to the RFP. Resumes shall be limited to two pages per person and do not count towards the page limit for this section

3. Project Understanding (3 pages maximum)

Describe respondent's understanding of the project. Identify the possible and or recommended approach and procedure for accomplishing the project goals. Discuss potential hurdles and critical tasks applicable to the project. You may also describe how your team is best suited to address key issues.

4. Proposed Scope of Work

The proposed scope of work shall address the tasks identified in this RFP. Other tasks, items of work or services which the consultant believes are applicable to the project may also be included. The Scope of Work shall include a schedule, tied to the date of the execution of the contract with the respondent, which shows the anticipated completion times for each task. The scope of work shall be formatted in such a manner that it can be included into the City's standard contract and provided in a file type compatible with Microsoft Word.

Do not include any information regarding consultant fees or costs at this time.

Statement of Qualifications Submittal Delivery

All submittals, consisting of one (1) signed original, five (5) copies, and one (1) electronic copy (on a flash drive in PDF format) of the RFP, one (1) electronic copy of the List of Vital Personnel (provided on the same flash drive in MS Word compatible format), one (1) electronic copy of the Scope of Work (provided on the same flash drive in MS Word compatible format).

Maggie Sanchez
City Clerk
City of Marysville
526 C Street
Marysville, CA 95901

RFP packages must be received at the prescribed location no later than the date and time described in Section VI of this RFP. Packages received after the time and date specified will not be considered and will be returned unopened. Any RFPs received prior to the time and date specified above may be withdrawn or modified by written request of the proposer so long as the modified RFP is received prior to the time and date specified as the deadline for submittals. Submittals that do not conform to the requirements, including page limits, will be rejected.

VIII. Anticipated Schedule

Issue RFP	September 25, 2026
Written Questions	October 9, 2026
RFP Submittals	October 30, 2026
Initial Consultant Ranking	November 16, 2026
Contractual Agreement/Notice to Proceed	December 30, 2026*

*Depending on cost may need City Council approval

IX. Additional Information

Project Funding

The City of Marysville's grant award from the SACOG's Engage, Empower and Implement program will fund this Consultant's work effort.

Financial Management and Accounting System Requirements

The consultant must have an adequate financial management and accounting system as required by 48 CFR § 16.301-3, 48 CFR Part 31, 24 CFR Part 570, and 24 CFR § 85.20 et seq. The City will not award a contract to a consultant that does not have an adequate financial management and accounting system.

Compensation under any contract resulting from this RFP will be based on audited rates developed through a qualifying City of Marysville or other government audit.

Levine Act

Prospective consultants are advised that the consultant selection process described in this RFP, and any award of an agreement to provide the requested services, is subject to compliance by the selected Consultant with the requirements of the Levine Act after selection and prior to agreement award.

The Levine Act is found in California Government Code section 84308, a portion of the Political Reform Act of 1974 (Gov. Code, § 81000 et seq.). Generally, the Levine Act includes the following requirements:

A. City officer may not accept contribution after officer knows proceeding is pending

While the RFP process and award of an agreement hereunder is pending, and for twelve (12) months following the date an agreement is awarded, a City officer shall not accept, solicit, or direct a campaign contribution, to their own or any other campaign, of more than \$250 from a party to the process or agreement or a party's agent, or a participant or a participant's agent if the officer has reason to know that the participant has a financial interest in the process or agreement.

B. City officer may not participate after receiving contribution

A City officer shall not make, participate in making, or in any way use the officer's official position to influence a decision in the RFP process or award of an agreement, if the officer has willfully or knowingly received a campaign contribution of more than \$250 within the preceding twelve (12) months from a party to the process or agreement or a party's agent, or a participant or a participant's agent if the officer has reason to know that the participant has a financial interest in the process or agreement.

C. Party may not contribute to City officer while process or agreement award is pending

A party to the RFP process or agreement award, or a participant in the process, or their agents, shall not make a campaign contribution of more than \$250 to a City officer while the process and agreement award are pending before the City, and for twelve (12) months following the date the agreement is awarded.

D. Party must disclose contributions made to City officer within certain timeframe

A party to the RFP process or agreement award shall disclose on the record, before an agreement is awarded, any campaign contribution of more than \$250 made to a City officer within the preceding twelve (12) months by the party or the party's agent.

The selected respondent will be required to sign and submit a CAMPAIGN CONTRIBUTION DISCLOSURE FORM to the City after selection and prior to award of the agreement by the Municipal City Council.

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a submittal for this request, or to procure a contract for services. The CITY reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the CITY to do so.

The prospective consultant is advised, that should this RFP result in a recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City, which will include approval by the City Council.

All products used or developed in the execution of any contract resulting from this RFP may become public domain as the grant is publicly funded.

Contract award as a result of this RFP will be made without discrimination based on race, color, religion, age, sex, or national origin.

Other Information

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a submittal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the City to do so.

The prospective consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City, which will include approval by the City Manager.

All products used or developed in the execution of any contract resulting from this RFP will become public domain.

Contract award as a result of this RFP will be made without discrimination based on race, color, religion, age, sex, or national origin.

This RFP and relevant project documents are available at the City of Marysville website: www.marysville.ca.us.

All questions relating to this RFP must be addressed in writing to the, City of Marysville, 526 C Street, Marysville, CA 95901 or by email to msanchez@marysville.ca.us with a CC to jshaad@marysville.ca.us, and kpease@masfirm.com received no later than the time specified in Section VI. Questions received after this time will not be answered. Questions and responses will be posted on the City of Marysville website noted elsewhere in this RFP. It will be the proposer's responsibility to periodically review the website for addenda and responses to questions and to review any additional information that may be provided by the City.

X. Disclaimer

- a) Where funds allocated to this project are not made available, withheld, or reduced by regional or local government entity, the City of Marysville is under no obligation to fund this project, including, but not limited to, any agreement that may be negotiated for consulting services which is the subject of this RFP.
- b) Any consulting firm selected must, as a condition of entering into any agreement with the City, comply with any requirements imposed upon the City by any state, regional or local public agency or entity, which has agreed to provide funding for this project including, but not limited to, any agreement or amendment that may be negotiated for professional consulting services which is the subject of this RFP.
- c) All costs incurred in the preparation and submission of proposals and related documentation will be borne by the consulting firm.
- d) Selection of qualified consulting firms will be made on the basis of the proposals as submitted, although the CITY reserves the right to interview applicants as part of the selection process.
- e) The CITY reserves the right to award the contract to the proposer who presents the qualifications which, in the judgment of the CITY, best accomplishes the desired results.
- f) This RFP does not constitute an offer of employment or to contract for services.
- g) The CITY reserves the option to accept or reject any or all submittals, wholly or in part, received by reason of this request, and make an award, or no award, by reason of the CITY's judgment as to its best interests.
- h) All documents submitted to the CITY in response to this RFP will become the exclusive property of the CITY and may be returned to the proposer or kept by the CITY, at the sole discretion of the CITY.
- i) All submittals shall remain firm for four (4) months, or 120 days following closing date for receipt of SOQs.
- j) Any contract awarded pursuant to this RFP will incorporate the requirements and specifications contained in this RFP. All information presented in a consulting firm's submittals will be considered binding upon selection of the successful proposer,

unless otherwise modified and agreed to by the CITY during subsequent negotiations.

- k) The selected consulting firm must be qualified to provide the requested services, able to satisfy all insurance requirements of the CITY, and be available to commence work according to the proposed schedule contained in this RFP.
- l) Under the provisions of the California Public Records Act (the "Act"), Government code section 6252 et seq., all "public records" (as defined in the Act) of a local agency, such as the City, must be available for inspection and copying upon request of any person. Under the Act, the City may be obligated to provide a copy of any and all responses to this RFP, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial or other data whose public disclosure could cause injury to the proposer's competitive position. If any consulting firm believes that information contained in its response to this RFP should be protected from disclosure, the consulting firm MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

NOTICE: The data on pages [__] of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the consulting firm's competitive position. Proposer requests that such data be used only for evaluation of the response, but understands that the disclosure will be limited to the extent the City considers proper under law. If an agreement is entered into with the consulting firm, the City shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.

The City will not honor any attempt by a consulting firm to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the RFP is protected from disclosure under the Act, consulting firm shall indemnify, defend, and hold harmless, the City arising out of such dispute, lawsuit, claim or demand.

Exhibit A
Professional Services Contracts Insurance Requirements

CONTRACTOR shall provide and maintain insurance for the duration of this Agreement against claims for injuries to persons and damage to property which may arise from, or in connection with, performance under the Agreement by the CONTRACTOR, his agents, representatives, employees, and subcontractors, if applicable.

A. Minimum Scope & Limits of Insurance

1. Coverage at least as broad as Commercial General Liability, Insurance Services Office Commercial General Liability coverage occurrence form CG 00 01, with limits no less than \$2,000,000 per occurrence including products and completed operations, property damage, bodily injury, and personal & advertising injury. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04), or the general aggregate limit shall be twice the required occurrence limit.
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability of \$1,000,000 per occurrence including any auto or, if the CONTRACTOR has no owned autos, hired and non-owned auto coverage. If an annual aggregate applies it must be no less than \$2,000,000.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions) insurance appropriate to the CONTRACTOR's profession, with limits of no less than \$2,000,000 per occurrence or claim, \$3,000,000 aggregate.

B. Specific Provisions of the Certificate

1. If the required insurance is written on a claims-made form, the retroactive date must be before the date of the contract or the beginning of the contract work and must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract work.
2. CONTRACTOR must submit endorsements to the General Liability reflecting the following provisions:

a. The CITY, its officers, agents, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of work or operations performed by or on behalf of the CONTRACTOR including material, parts, or equipment furnished in connection with such work or operations.

b. For any claims related to this project, the CONTRACTOR's insurance coverage shall be primary insurance as respects the CITY, its officers, agents, officials, employees and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, agents, officials, employees or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

c. CONTRACTOR hereby grants to CITY a waiver of any right to subrogation which any insurer of CONTRACTOR may acquire against the county by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer.

d. Each insurance policy required by this agreement shall be endorsed to state that coverage shall not be canceled, except after written notice has been provided to the CITY.

3. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the CITY for all work performed by the CONTRACTOR, its employees, agents, and subcontractors. CONTRACTOR waives all rights against the CITY and its officers, agents, officials, employees and volunteers for recovery of damages to the extent these damages are covered by the workers' compensation and employers' liability.

C. Deductibles and Self-Insured Retentions

Deductibles and Self-insured retentions must be declared and any deductible or self-insured retention that exceeds \$100,000 will be reviewed by the CITY Risk Manager for approval.

D. Acceptability of Insurance

Insurance must be placed with insurers with a current rating given by A.M. Best and Company of no less than A-:VII and a Standard & Poor's Rating (if rated) of at least BBB and from a company approved by the Department of Insurance to conduct business in California. Any waiver of these standards is subject to approval by the City Risk Manager.

E. Verification of Coverage

Prior to approval of this Agreement by the CITY, the CONTRACTOR shall file with the submitting department, certificates of insurance with original endorsements effecting coverage in a form

acceptable to the CITY. Endorsements must be signed by persons authorized to bind coverage on behalf of the insurer. The CITY reserves the right to require certified copies of all required insurance policies at any time.

Exhibit B
WAIVER

I represent and attest that I am a person authorized to make representations on behalf of the CONTRACTOR, and represent the following:
(mark X if applicable)

Automobile Exemption: I certify that _____ does not own nor use vehicles in the performance of the agreement for which this insurance requirement is attached.

Workers' Compensation Exemption: I certify that _____ is not required to carry workers' compensation coverage or has filed an exemption with the State of California as required by law.

I acknowledge and represent that we have met the insurance requirements listed above.

Print Name _____ Date _____

Contractor Name _____

Signature _____

Exhibit C

Scope of Work

Task 1. Kick-off Meeting

Project team to attend a kick-off meeting to review overall project goals and schedule, preferred methods of communication, and confirm and share each person's roles.

At this meeting the team will review:

- The existing routes of communication between the CITY and CBO and consultant team.
- Key contacts, additional stakeholders, and City resources will also be identified.
- The expectations surrounding the design work.

Task 2 Existing Conditions

1. The selected consultant will be responsible for technical analysis, documentation, mapping and evaluation for the project.
2. The consultant will analyze and document baseline conditions for street connectivity, walking and bicycling, traffic safety and operations, and existing land use. The consultant will actively engage in the public process.
3. The consultant will review feedback received from the public outreach efforts that have already taken place and are being coordinated by Sapphire Consulting.
4. The consultant will review relevant planning documents including the 2050 General Plan and Downtown Specific Plan adopted in 2025.

Task 3 Design Recommendations

1. The consultant will develop design concepts and recommendations to increase the economic vitality of the area, to facilitate an active Chinatown environment.
 - a. Prepare a framework for proposed improvements to the core area, with proposed improvements, circulation, access and parking patterns that are consistent with the desired community character.
 - b. Conceptual designs for streets, signage, other public spaces and private development to facilitate pedestrian, bicycle, safety, access and mobility and enhanced commercial activity.
 - c. Two key public spaces have been identified by the community as requiring redesign. Conceptual level design and budget will be developed for Plaza Park, an aged and immensely under programmed park within Chinatown. Conceptual level design and budget will also be developed for a key entry intersection into the community, building on prior archway design efforts. Recommendations

and, where identifiable, costs will be provided for other desired public space projects identified as a part of the engagement.

- d. Graphics should provide visualizations to help community members and agencies understand public right of way cross sections.
- e. Implementation strategy that identifies both short- and long-term infrastructure improvements with planning level cost estimates, potential funding opportunities, and steps for instituting policy and programmatic changes. This may be used in the future to go after additional grant opportunities.
- f. Identify a small scale pilot program to help illustrate the potential for improvements.

Task 4 Project Team Meetings – The project team anticipates gathering at a minimum monthly, in addition to the above-described meetings, to check in all together, ensure tasks remain on track, and give everyone an opportunity to share. These are anticipated to be virtual meetings but will be decided on a case-by-case basis by the project team. Additional one-on-one or small group meetings are included within the above tasks as required to successfully host the engagement events.

Task 5 Marysville Chinatown Blueprint

The public outreach effort will support the City and the CBO in preparing a Blueprint which will have the following three focus areas:

- How can we attract people to Chinatown? The Bok Kai temple is considered by many the heart of Chinatown and is an active place of worship, attracting parishioners worldwide. It is also a significant historic landmark. Through community driven recommendations, this plan will address the question, How can the Bok Kai Temple continue to thrive and serve the community? What else defines Chinatown? Other opportunities and recommendations identified by the engagement will also be identified and included.
- Proposed Design Features. With work from the Design Consultant, the Blueprint will include proposed improvements. Recommendations and where identifiable costs will be provided for other desired public improvements.
- During events such as the Bok Kai festivals, the project will determine how residents and visitors currently get to/around Chinatown and how their access could be improved. For instance there is a tour bus from San Francisco. How and where do they park and do visitors walk or do they rideshare around various activities during Bok Kai?

PROJECT BUDGET AND TIMELINE

The project budget shall not exceed \$138,999

The draft design recommendations should be completed by spring 2027. The deadline for the EEI Grant is December 2027.