

and personnel, either in-house or under subcontract, to ensure the completion of the Scope of Services at the earliest possible time.

VI. NECESSARY QUALIFICATIONS AND SUBMITTAL REQUIREMENTS

1. Only one proposal per firm will be considered.
2. The submittal should be typed and as brief as possible while adequately describing the qualifications of the firm. The final submittal shall be sent as a PDF via email to Matt Waters, Senior Administrative Analyst at mattw@rpvca.gov.
3. The proposing firm shall submit the following information with the package, including the same information for subcontractors, in the following format:
 - a) Cover Letter: Provide the name, address, and phone number of the firm; the present staff (size, classification, credentials); the primary contact's name, phone number, and email address; any qualifying statements or comments regarding the proposal; and identification of any sub-consultants and their responsibilities. Identify the firm's type of organization (individual, partnership, corporation), including names and contact information for all officers, and proof that the organization is currently in good standing. The signed letter should also include a paragraph stating that the firm is unaware of any conflict of interest in performing the proposed work. (No more than two pages)
 - b) Approach to Scope of Services: Respond to the Scope of Services with any creative and innovative approaches that the firm proposes in order to provide the services and produce the deliverables contained in this RFP. Describe how completing the Scope of Services will be approached and any cost-saving or value-adding strategies or innovations the firm will bring to the project. (No more than two pages)
 - c) Organization and Staffing: Identify the person who will be the Project Manager and primary contact person responsible for the overall delivery of the project. Provide an organizational chart of the project team that clearly delineates communication and reporting relationships among the project staff and among the sub-consultants involved in the project. Identify key personnel to perform work in the various tasks and include major areas of subcontracted work. Indicate the expected contributions of each staff member in time as a percentage of the total effort. Specifically show the availability of staff to provide the necessary resource levels to meet the City's needs. Indicate that the Project Manager and key staff will remain assigned to this project through completion of the Scope of Services. (No more than two pages)

- d) Staff Qualifications and Experience: Describe qualifications of the assigned staff and sub-contractors including relevant technical experience. Staff assigned to complete the Scope of Services must have previous experience in providing the necessary services as described under the Scope of Services. Description of Consultant's experience should include:
- **Prior Experience**: Demonstrate that the firm has significant experience providing services on similar projects within the past five years (No more than two pages)
 - **Staff Qualifications**: Provide resumes for the Project Manager and any other key staff members to be assigned to contribute to the Scope of Services, with an emphasis on similar services which they provided to other agencies. (No more than ten pages)
 - **Reference Projects**: Include at least three projects with similar scope of services performed by the project team within the past three years and indicate the specific responsibilities of each team member on the reference project. Provide contact information for each client. (No more than ten pages)
- e) Project Schedule: Provide a detailed critical-path-method schedule for completion of the tasks and sub-tasks required to accomplish the scope of work. Note all deliverables and interim milestones on the schedule. (No more than one 11" x 17" page)
- f) Quality Control Plan: Describe the quality control procedures and associated staff responsibilities which will ensure that the deliverables will meet the City's needs. (No more than one page)
- g) Acceptance of Conditions: State the offering firm's acceptance of all conditions listed in the Request for Proposal (RFP) document and Sample Professional Services Agreement (Attachment D). Any exceptions or suggested changes to the RFP or Professional Services Agreement (PSA), including the suggested change, the reasons therefore and the impact it may have on cost or other considerations on the firm's behalf must be stated in the proposal. Unless specifically noted by the firm, the City will rely on the proposal being in compliance with all aspects of the RFP and in agreement with all provisions of the PSA. (No more than one page)

VII. Submission of Proposal

A. Requests for Clarification

Requests for clarification of the information contained herein shall be submitted by email by **4:30 pm on September 15 , 2021**. Responses to any clarification question will be provided to each firm from which proposals have been requested. A pre-proposal meeting and Civic Center tour is mandatory: **September 1, 2021 2pm**.

B. Confirmation Email

Upon submission of proposal to the City, the proposing firm shall request an email confirmation that the proposal was received and retain the email as a record. If an email confirmation is not received, the proposing firm shall correspond with the City until a confirmation is received.

VIII. EVALUATIONS AND SELECTION PROCESS

1. Proposals Will be Evaluated Based on the Following Criteria:

a) Approach to Scope of Services (25%)

- Understanding of the Scope of Services as demonstrated by the thoroughness of the proposal, introduction of cost-saving or value-adding strategies or innovations (including those applying to overall project schedule), and an overall approach most likely to result in the desired outcome for the City.

b) Proposal Schedule (20%)

- Ability to complete the work in the shortest schedule possible (excluding time for review and community meetings).

c) Staff Qualifications and Experience (30%)

- Relevance of experience of the proposing firm (to provide support resources to the project team)
- Relevance of experience and strength of qualifications of the Project Manager
- Relevance of experience and strength of qualifications of the key personnel performing the work
- Relevance of referenced projects and client review of performance during those projects

d) Organization and Staffing (15%)

- Availability of key staff to perform the services throughout the duration of the project
- Assignment of appropriate staff in the right numbers to perform the Scope of Services
- Appropriate communication and reporting relationships to meet the City's needs

e) Quality Control (10%)

- Adequate immediate supervision and review of staff performing the work as well as appropriate independent peer review of the work by qualified technical staff not otherwise involved in the project.

2. Selection Process

An evaluation panel will review all proposals submitted and select the top proposals. These top firms may then be invited to make a presentation (in-person or virtual TBD) to the evaluation panel, at no costs to the City. The panel will select the proposal, if any, which best fulfills the City's requirements. The City will then further refine the scope and schedule with that firm and request a fee and materials proposal with a not-to-exceed fee and budget. The City will negotiate the fee with that firm. The City reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. If the City is unable to negotiate an agreeable fee for services with top firm, the City will negotiate with the next firm chosen among the top firms.

3. Award Notification

The City will notify all proposers in writing of the outcome of the selection process and intent to award. This RFP does not commit the City to award an agreement, nor pay any costs incurred in the preparation and submission of the proposal in anticipation of an agreement. The City reserves the right to reject any or all proposals, or any part thereof, to waive any formalities or informalities, and to award the agreement to the proposer deemed to be in the best interest of the City and the Department.

4. Award of Agreement

The selected firm shall be required to enter into a written agreement (see sample City agreement in Attachment [B]) with the City, in a form approved by the City Attorney, to perform the Scope of Services. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final agreement; however, the City reserves the right to further negotiate the terms and conditions of the agreement with the selected consultant. The agreement will, in any event, include a maximum "fixed cost" to the City.