



REQUEST FOR PROPOSAL

Consultant for: Development of a Vehicle Miles Traveled/Greenhouse Gas (VMT/GHG) Model Mitigation Program

Date Released: January 23, 2022

**Update February 3, 2023 with Responses to Questions
Submitted**

**City/County Association of Governments of San Mateo County
555 County Center - 5th Floor
Redwood City, CA 94063**

Proposals are due prior to 5:00 P.M., February 17, 2023

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The following attachment are posted on the C/CAG website, along with this RFP document. The documents included under Attachment 3 – Required and Local Assistance Procedures Manual Exhibits should be submitted with the Consultants proposal:

Attachment 1 – Grant Agreement between C/CAG and Caltrans for the 2022-23 Cycle – Sustainable Communities Competitive Technical

Attachment 2 – Sample C/CAG Contract Agreement

Attachment 3 – Required and Local Assistance Procedures Manual Exhibits (submit with proposal)

- Levine Act Disclosure Statement
- LAMP 10-K Certification of Indirect Costs and Financial Management
- LAMP 10-Q Disclosure of Lobbying Activities
- LAMP 10-01 Consultant Proposal DBE Commitment
- LAMP 15-H Proposer/Contractor Good Faith Effort

PROJECT INTRODUCTION

The City/County Association of Governments of San Mateo County (C/CAG) is requesting proposals (RFP) for consultant services to develop a VMT/GHG Model Mitigation Program.

A Restricted Grant Agreement (RGA) between Caltrans and C/CAG, resulting from a proposal submitted for Caltrans Planning Grants – 2022-23 cycle, funds development of a C/CAG VMT/GHG Model Mitigation Program from State and possibly Federal dollars. The Consultant is required to follow all pertinent local, State, and Federal laws and regulations. **The DBE goal for this Project is 21%.**

Total amount payable to the Consultant shall not exceed \$531,180, with a performance period of the contract from the date approved by the C/CAG Board to completion of the scope. The scope of work for this project must be completed by December 31, 2024. The final date for C/CAG's completion of the Project to Caltrans is February 28, 2025.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this Project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants C/CAG has specifically e-mailed a copy of the RFP to, and will be posted on the C/CAG website, along with this RFP at:

<https://ccag.ca.gov/opportunities/rfprfq/>

It shall be the Consultant's responsibility to check the C/CAG website to obtain any addenda that may be issued.

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

Submit one (1) electronic copy in PDF format of the Consultant's proposal, and one (1) electronic copy in .pdf format of the Consultant's Cost Proposal as a separate document. As an alternative, one hard copy of the Proposals, the Cost Proposal in a separate envelope, may be mailed or submitted to the C/CAG address (below) prior to **5:00 P.M., February 17, 2023**. Hard-copy proposals shall be submitted in a sealed package clearly marked "C/CAG VMT/GHG Mitigation Program" and addressed as follows:

Kim Springer – C/CAG VMT/GHG Mitigation Program
Transportation Systems Coordinator
City/County Association of Governments (C/CAG)
555 County Center – 5th Floor
Redwood City, CA 94063

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to **5:00 p.m., February 17, 2023.**

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit C/CAG to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. C/CAG reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of C/CAG to do so. Furthermore, a contract award may not be made based solely on price.

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 C/CAG Board and C/CAG, respectively.

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

The anticipated consultant selection schedule is as follows:

RFP posted	January 23, 2023
Questions submitted by email (see below):	Due by 5:00, January 31, 2023
Responses to Questions on RFP posted:	February 3, 2023
Proposal due date/time	February 17, 2023
Proposal review and evaluation:	February 20 through March 3, 2023
Oral interviews:	Week of March 6, 2023
Cost Negotiation with first ranked consultant:	Week of March 13, 2023
Contract Award and Notice to Proceed:	C/CAG Board Mtg. April 13, 2023

Any questions related to this RFP shall be submitted in writing to the attention of Kim Springer via email at kspringer@smcgov.org. Questions shall be submitted by 5:00 PM on January 31, 2023.

No oral question or inquiry about this RFP/RFQ shall be accepted.

PROJECT DESCRIPTION AND BACKGROUND

C/CAG is releasing this RFP for consulting services for development of a CEQA compliant VMT/GHG Model Mitigation Program. The final product of the services requested will be completion of the scope of work and, ultimately, a set of tools for use by C/CAG, lead agencies/project sponsors, or developers. The tools will be used as vetted CEQA guidance to mitigate VMT/GHG for regional transportation projects and other countywide VMT/GHG mitigation efforts. The scope and tools will assist San Mateo County agencies' implementation of: SB743; SB32; SB375; Executive Order N-79-20; and the MTC's Plan Bay Area 2050 goal for a 19% reduction in per capita GHG emissions. Ultimately, the Project creates a bridge between the goals of the aforementioned legislation and local agencies' ability to fund solutions to them. Finally, but certainly not less importantly, the mitigation measures identified in the tools should apply to equity priority communities.

The major deliverables will include: an overview of the statutory and administrative framework for VMT/GHG mitigation programs; a technical analysis of VMT/GHG-reducing projects; a nexus between the costs and the VMT/GHG reduction; equity recommendations to maximize benefit to disadvantaged communities in San Mateo County; and templates that San Mateo County lead agencies will use for the adoption of a VMT/GHG Mitigation Program.

The goal is to produce analysis and documents (tools) that are defensible, actionable, scalable, and replicable. C/CAG proposes to partner with, the San Mateo County Office of Sustainability, Peninsula Clean Energy, local cities, SamTrans, and Caltrans, through a Technical Advisory Task Force. The outcome will be a list or "menu" of VMT/GHG mitigations that other Lead Agencies may confidently use to mitigate project impacts under CEQA, with outcomes directed towards equity priority communities.

SCOPE OF WORK

The following (approximately 7) pages of project scope are taken from the Grant Agreement between C/CAG and Caltrans and modified with more detailed task numbering for purposes of this RFP. The Consultant shall support C/CAG in meeting all the criteria of the Grant Agreement between C/CAG and Caltrans for this Project.

Overall Project Objectives

- 1) Provide an approach for mitigating VMT/GHG increases from transportation improvements and potentially development projects in San Mateo County; and
- 2) Develop a framework for a VMT/GHG Model Mitigation Program for use by C/CAG and potentially other San Mateo County jurisdictions and agencies; and
- 3) Position San Mateo County lead agencies to be fully compliant with changes to CEQA transportation-related impacts under SB 743; and
- 4) Engage stakeholder and the San Mateo County community in choices that will affect equity and opportunity for years to come; and
- 5) Continue momentum and leadership of C/CAG effort in the county and the region.

Task 1: Project Initiation and VMT/GHG Model Mitigation Program Statutory and Administrative Framework

Note: For this and all other non-administrative tasks to this Scope of Work, Consultant shall prepare drafts of all major deliverables for review by C/CAG staff, and the results will be provided to Caltrans as attachments to quarterly reports.

Kick Off Meeting with the Consultant

C/CAG and the consultant team will have a kickoff meeting.

Responsible Party: Consultant & C/CAG

Task 1a - Outreach Plan

C/CAG and the consultant team will prepare an outreach plan consistent with the tasks in this Scope of Work, and will include meetings with the TATF, the C/CAG Congestion Management Program Technical Advisory Committee (TAC), the C/CAG Resource Management and Climate Protection (RMCP), and Congestion Management and Environmental Quality Committee (CMEQ), the C/CAG Board of Directors, and additional meetings with potential public agency and equity stakeholders.

Responsible Party: Consultant

Task 1b - Technical Advisory Task Force (TATF) Meeting #1

C/CAG will form a Technical Advisory Task Force (TATF) to advise on technical and policy decisions for the VMT/GHG Mitigation Program. The TATF is proposed to be comprised of representatives from:

- C/CAG

- SMCTA/SamTrans
- San Mateo County Office of Sustainability Peninsula Clean Energy
- Caltrans
- Several Local Cities

The first TAFT meeting will kick off the purpose, goals, and objectives of the study.

Responsible Party: Consultant & C/CAG

Task 1c - Develop Statutory and Administrative Context and Framework

C/CAG and its selected consultant will define and analyze potential administrative options. At a minimum, this task will include the following.

Statutory Requirements:

- California Environmental Quality Act requirements including establishment of an “essential nexus” between the mitigation fee and government interest.
- California Mitigation Fee Act stipulations on establishing the “purpose and use” of the mitigation fee.
- Congestion Management Plan and local General Plan requirements to improve traffic flow and mitigate reduced Levels of Service.

Applicability Based on Type of Agency. There will be an analysis of the applicability and potential differentiation of the Statutory requirements for C/CAG and for other local agencies. The goal is to have VMT/GHG Mitigation Program for large transportation projects and

countywide mitigations that C/CAG could adopt, and to have a framework that other Lead Agencies (within San Mateo County and throughout the region) could utilize at their discretion. Identification and analysis of administrative and governance models for the delivery of VMT/GHG Mitigations, including:

- A Countywide (C/CAG) VMT/GHG Mitigation Program whereby VMT/GHG generating projects would invest in project specific and/or Countywide VMT/GHG mitigations. This could be used by C/CAG for large transportation projects, or voluntarily by individual lead agencies.
 - Individual city or lead agency VMT/GHG mitigation program for projects within its boundaries. To be utilized at the discretion of the lead agency.

This task will also include:

- Analysis of the administration of the models, including appropriate levels of administrative fees, and identification of ongoing reporting and administrative responsibilities and costs.
- Administrative, statutory, and legal mechanisms to ensure that the VMT/GHG Mitigation investments meet the principle of additionality, and are binding, confirmed, and verified. Also, a registration or reporting mechanism for tracking the GHG reduction investments countywide.
- Recommendation for best model for a C/CAG VMT/GHG Mitigation Program.

Responsible Party: Consultant

Task 1d - TATF Meeting #2

The TATF will meet to review Statutory and Administrative Context and Framework.

Responsible Party: Consultant

Task 1 Deliverables:

- Kick Off Meeting Agenda with the Consultant & Summary
- Outreach Plan
- TATF Meeting #1 Agenda & Summary
- Statutory and Administrative Context and Framework
- TATF Meeting #2 Agenda & Summary

Task2: DraftEquity/EnvironmentalJusticeRecommendations

Preparation of Draft recommendations on the incorporation of equity and environmental justice into the program.

Task 2a - DraftEquity/EnvironmentalJusticeRecommendations

C/CAG and the consultant team, with input from CBO stakeholders including housing and affordable housing stakeholders, will prepare draft equity and environmental justice recommendations that may include, but not be limited to:

- Priority for investments in Communities of Concern, Cal Enviro Screen, Disadvantaged communities, C/CAG's Equity Focus Areas, or other existing equity based geographic delineation.
- Priority or more significant levels of rebates for lower income households for electric bicycle or vehicle procurement.
- Options to combine VMT/GHG mitigations with affordable housing projects, including measure design that could work together to support current and future housing challenges.
- Other equity options.

Equity options will also identify potential eligibility requirements and administrative costs.

C/CAG and consultant team will engage CBO stakeholders with draft Environmental Justice Recommendations.

Responsible Party: Consultant and C/CAG

Task 2 Deliverables:

- Draft Equity/Environmental Justice Recommendations

Task 3. Develop VMT/GHG Model Mitigation Program Alternatives

Task 3a - Develop VMT/GHG Mitigation Alternatives to be included in the Mitigation Program.

Develop, Evaluate, and Select VMT/GHG Model Mitigation Program Alternatives

C/CAG, the TATF and the consultant will develop draft VMT/GHG mitigations to be included in the pricing and nexus analysis using existing resources such as the California Air Pollution Control Officers Association (CAPCOA) report quantifying GHG Mitigation Measures (December 2021) to ensure a broad starting point of potential mitigation measures towards a final outcome. The emphasis shall be VMT/GHG mitigations that are focused on VMT/GHG reductions related to mode shift and the shift to clean energy vehicles. The options include, but are not limited to:

- Capital Bicycle and pedestrian improvements.
- Expansion of use of electric bicycles, including charging facilities.
- Expansion of use of individual electric vehicles, including rebates for electric vehicles and or charging stations.
- Fleet conversion to clean air vehicles, including municipal passenger and light truck fleet, transit shuttles, public transit, and capital charging/fueling infrastructure.
- Urban greening through tree canopies.
- Others specific options based on input from staff, consultant, and TATF.
- A process for project-by-project analysis for projects that require individual analysis.
- Relevant examination of Land Use options as they relate to mitigations.

Responsible Party: Consultant

Task 3b - TATF Meeting #3 and Public Meetings

C/CAG and the consultant team will present the Deliverables from Tasks 1, 2 & 3 first to the TATF for comment. In addition, the project team will conduct outreach by presenting deliverables 1,2, &3 to the CCAG CMEQ and TAC Committees, and the C/CAG Board of Directors as an informational item. Comments from the TATF will be incorporated in the version presented to the Draft for the C/CAG committees and Board of Directors.

- C/CAG and the consultant will ensure input from the public and CBOs

Responsible Party: Consultant and C/CAG

Task 3 Deliverables

VMT/GHG Model Mitigation Alternatives Memorandum

TATF Meeting #3 Agenda and Summary
Public Meetings Agenda and Summary

Task 4. Develop In-Depth VMT/GHG Mitigation Nexus and Cost Analysis

Task 4a - VMT/GHG Mitigation In-Depth Nexus and Cost Analysis

The consultant will calculate the VMT/GHG reduction associated with 10 - 15 of the projects in Task 3 using standard and defensible VMT/GHG calculation methodologies.

Consultant will prepare cost estimates of the VMT/GHG Model Mitigation Program Alternatives in Task 3. Cost estimate will be for capital or procurement cost. Analysis will identify which cost categories are appropriate to annual construction price indexing and which ones are appropriate to separate cost analysis for each proposal, such as vehicle procurement.

Consultant will prepare nexus study between the costs and VMT and GHG reduction of the Alternatives identified in Task 3. This report will provide a formal and essential nexus analysis between the program and legitimate government purpose as required by CEQA and the Mitigation Fee Act. This analysis will evaluate the nexus of the proposed VMT/GHG Model Mitigation Program structure in order to address CEQA's required "essential nexus" clause. The VMT/GHG Model Mitigation Program nexus components will be reviewed and evaluated to substantiate that all legal and technical criteria are met to inform the administrative structure. This task will include estimating VMT/GHG reduction benefits of the selected VMT/GHG Model Mitigation Program alternatives and provide substantiating evidence of mitigation of projected impacts as required by CEQA.

Consultant will engage legal review for all CEQA implications and develop transparent and defensible documentation to be leveraged in the future by any regional project sponsor leveraging this Project overall deliverable.

Responsible Party: Consultant

Task 4b - TATF Meeting #4

The consultant team will present the VMT/GHG Mitigation Nexus and Cost Analysis to the TATF.

Task 4 Deliverables

VMT/GHG Mitigation Nexus and Cost Analysis Report
TATF Meeting #4 Agenda and meeting Summary.

Task 5: Administrative/Implementation Documents

Task 5a - Administrative/Implementation Documents

The consultant shall prepare draft administrative and implementation documents necessary for C/CAG to implement the VMT/GHG Mitigation Program, including, but not limited to:

- Draft Ordinance, including recommended equity priorities.
- Draft Process for including VMT/GHG Mitigation projects that require individual cost verifications.
- Draft documents/contracts for the offsite or multi-party mitigations that, once adopted, will be binding and include verification of implementation or investment.
- A summary of other areas of GHG reduction that, as a future planning effort, should be analyzed for potential inclusion in a formal VMT/GHG Mitigation program, including, GHG Banking and exchange, local government's Climate Action Plans, and wildland restoration/carbon sequestration efforts.

Responsible Party: Consultant

Task 5 Deliverables

Draft Administrative/Implementation Documents

Task 6: Public Review Draft VMT/GHG Model Mitigation Program Documents and Adoption

Task 6a - Draft Public VMT/GHG Model Mitigation Program Report

The consultant team will incorporate the feedback from Tasks 1-5 into a Draft Public VMT/GHG Model Mitigation Program Report.

Responsible Party: Consultant

Task 6b - TAFT Meeting #5 and Stakeholder Review

C/CAG and the consultant team will circulate the Public VMT/GHG Model Mitigation Program Report to the following meetings.

- TATF Meeting #5.
- C/CAG TAC and CMEQ Committees.
- Up to 4 other Public, Board, or Committee meetings.

Responsible Party: C/CAG and Consultant

Task 6c - C/CAG Adoption of VMT/GHG Model Mitigation Program

C/CAG staff and Consultant shall complete a presentation at C/CAG Board of Director's meeting to discuss and potentially adopt a VMT/GHG Mitigation Program, if applicable. C/CAG staff and the consultant will present the Draft VMT/GHG Model Mitigation Program Report to the C/CAG Board for approval.

Responsible Party: C/CAG and Consultant

Task 6 Deliverables

Draft GHG/VMT Model Mitigation Program Report
TAFT Meeting #5 Agenda and meeting summary
Stakeholder Meetings and meeting Summaries
Board Adoption of Interim, and Final Project Deliverables

APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

Section 1 of the Proposal shall be an Introductory Letter. The introductory (or transmittal) letter shall be addressed to:

Mr. Kim Springer
Transportation Systems Coordinator
City/County Association of Governments
555 County Center – 5th Floor
Redwood City, CA 94063

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet-signed in blue ink by the individual authorized to bind the Consultant to the proposal.

2. Executive Summary

An executive summary of the proposal shall be provided as Section 2 of the proposal and shall briefly provide an overview of the proposal submitted.

3. Consultant Information, Qualifications & Experience

C/CAG will preferably consider submittals from Consultants that demonstrate they have successfully completed comparable project, or projects of comparable scope. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years, which should include the following information:

1. Contracting agency
2. Contracting agency Project Manager

3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

4. Organization and Approach

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available, and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

5. Scope of Work

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project; how the available funds for the Project will be disbursed across tasks.

6. Schedule of Work

Provide a detailed schedule for all Tasks or phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule provided. (completion 12/31/2024).

7. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the C/CAG that may have an impact upon the outcome of the project. The Consultant shall also list current clients who may have a financial interest in the outcome of this project.

8. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

9. Contract Agreement

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment 2.

Note: The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

10. Federal-Aid Provisions

The proposing Consultant's services may be partially federally funded, which necessitate compliance with additional requirements. Special attention is directed to Attachment 3 – Local Assistance Procedures Manual Exhibit (LAPM) 10-I, Notice to Proposers DBE Information. The proposing Consultant shall complete and submit the following forms with the proposal to be considered responsive. These forms and instructions are provided for the proposer in Attachment 3.

- Local Agency Proposer DBE Commitment (Consultant Contracts); (LAPM 10-01). **The local agency's current contract DBE Goal is 21%**
- DBE Information - Good Faith Effort (LAPM 15-H) – Required only if DBE goal is not achieved. It is recommended that proposer prepare and submit a GFE irrespective of meeting the DBE goal.
- Disclosure of Lobbying Activities (LAPM 10-Q)

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with a possible eventual agreement the following forms at the time of award:

- Local Agency Proposer DBE Information (Consultant Contracts) (LAPM 10-02)
- Any other relevant forms required during the project.

Consultant shall demonstrate familiarity of providing services for federally-funded projects and have a clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

11. Cost Proposal – under separate cover

The proposal shall include a cost proposal for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost

proposal shall be included with the proposal and will be a part of the evaluation criteria. Reference sample cost estimate in Attachment 3 LAPM 10 H, Example #1. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.

Please use the Cost Proposal Spreadsheet provided on the RFP website for submitting the cost proposal. Please submit the cost proposal under separate cover.

APPENDIX B – PROPOSAL EVALUATION

Evaluation Process

All proposals will be evaluated by a C/CAG Selection Committee (Committee). The Committee may be composed of C/CAG staff, funders, and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the C/CAG Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP.

The selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews or virtual meeting details and if any additional information may be required to be submitted.

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

		Rating Scale
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.

4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Organization of Proposal	10
2	Cost Proposal	20
3	Staff Qualifications & Approach and DBE approach	20
4	Project Scope	10
5	Schedule of Work	10
6	Conflict of Interest Statement	Pass/Fail
7	References	10
	Subtotal:	80

No.	Interview Evaluation Criteria	Weight
8	Presentation by team	10
9	Q&A Response to panel questions	10
	Subtotal:	20
	Total:	100

1. Organization of Proposal (10 points)

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, likely rated a Fail in the Evaluation Criteria, and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

2. Cost Proposal (20 points)

- a. Proposal clearly defines cost in spreadsheet format.

3. Staff Qualifications and Approach (20 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct services on both federal and nonfederal-aid projects.
- b. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- c. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project team.
 - ii. Some or all of team members have previously worked together on similar project(s).
 - iii. Overall organization of the team is relevant to C/CAG's needs.
 - iv. Role and participation of DBE team members or consultant at appropriate intervals in the project.
- d. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - ii. Team successfully addresses Site Planning and Programming efforts.
 - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- e. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
- f. Working Relationship with C/CAG
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to need to assist C/CAG during the project.

4. Project Scope (10 points)

- a. Detailed Scope of Services to be Provided
 - i. Proposed scope of services is appropriate for all phases of the work.
 - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables

- i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- c. Cost Control and Budgeting Methodology
 - i. Proposer has a system or process for managing cost and budget.
 - ii. Evidence of successful budget management for a similar project.

5. Schedule of Work (10 points)

- a. Schedule shows completion of the work within or preferably prior to the C/CAG overall time limits as specified in Appendix C.
- b. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

6. Conflict of Interest Statement (Pass/Fail)

- a. Discloses any financial, business or other relationship with the C/CAG that may have an impact upon the outcome of the contract or the construction project.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

7. References (10 points)

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

8. Presentation by Team (10 points)

- a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.

9. Q&A Response to Panel Questions (10 points)

- a. Proposer provides responses to various interview panel questions.

Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Organization of Proposal		10	
2	Cost Proposal		30 20	
3	Staff Qualifications & Approach		15 20	
4	Project Scope		10	
5	Schedule of Work		10	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	References		10	
8	Presentation by Team		10	
9	Q&A Response to Panel Questions		10	
	Total:		100	(Possible 500)

APPENDIX C – RFP & PROJECT SCHEDULE

Project Schedule – A Gantt chart should be used for evaluations to compare project deliverables, cost, and time frames and can be done in Excel.

Project Planner

