[Figure 1 insert your agency logo here]

[agency name]

**REQUEST FOR PROPOSALS**

**Contract [agency contract #]**

**[Name of Project]**

**[type of Professional Non-A&E Services requested]**

**Date Released: [Current date]**

**[agency name]**

**[agency address]**

**Proposals are due prior to 4:00 p.m., [date proposals are due]**

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[Type of Services]

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**INTRODUCTION**

The [agency name] is requesting proposals (RFP) for [type of professional] services.

The [name/type/location of project] will be funded with [Local, State, and Federal] dollars requiring the Consultant to follow all pertinent local, State, and Federal laws and regulations. **The DBE goal for this project is #%.**

Total amount payable to the Consultant shall not exceed [$xxx] and with a performance period of the contract from the date approved by [Council/commission] to the [targeted phase or date] whichever is the lesser.

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 the [local agency] has specifically e-mailed a copy of the RFP to and will be posted on the [local agency] website at:

[local agency website link to RFP]

It shall be the Consultant’s responsibility to check the [local agencies] website to obtain any addenda that may be issued.

The Consultant’s attention is directed to Appendix A, “Proposal Requirements.”

Submit five (5) hard copies and one (1) electronic copy in PDF format on a CD/DVD of the Consultant’s proposal. The hard copies and CD/DVD shall be mailed or submitted to the [local/agency address] prior to **[4:00 p.m., due date**]. Proposals shall be submitted in a sealed package clearly marked [**“Name of Project – type of non-AE Services”]** and addressed as follows:

[Local Agency contact; must be the agency Contract Administrator or designee

Engineering Division

Local agency name

Local agency street address

City, state, zip code]

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Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant.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 4:00 p.m., [same time and due date as listed above].

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 the [local agency] 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. The [local agency] 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 the [local agency] 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 [local agency].

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:

Proposal review and evaluation: [date range]

Oral interviews: [date range, if any]

Cost Negotiation with first ranked consultant: [date range]

Contract Award and Notice to Proceed: [approx.. date]

Any questions related to this RFP shall be submitted in writing to the attention of [local agency contact] via email at localagency.com. Questions shall be submitted before 5:00 PM on [one week prior to due date].

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

**PROJECT DESCRIPTION AND BACKGROUND**

The [agency] plans to improve conditions for walking and bicycling within the current city limits and expand the network of opportunities for multi-modal transportation. Focusing on non-motorized modes of transportation we hope to improve safety and mobility and increase the number of people walking and biking.

The project will help reduce greenhouse gas and enhance livability in disadvantaged communities.

**SCOPE OF WORK**

**General:**

The [local agency] is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to the [name of project].

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall comply with all insurance requirements of the [local agency], included in the sample contract in Attachment 2.

**Services to be Provided:**

The Consultant selected shall provide all services to complete [all services necessary] for the [name of project].

Specifically, the Consultant selected will be required to complete the following tasks:

* **Project Management** – provide fiscal oversight and technical assistance with grant guidelines and invoicing. Submit progress reports to Caltrans on behalf of [local agency] for the project.
* **Education** – provide educational information, classes, and bike rodeos to inform classrooms of opportunities, safety, and navigation of the existing/proposed sidewalk and bike trails.
* **Encouragement** – coordinate special events and activities to promote ongoing walking and biking at school.
* **Evaluation** – Conduct pre and post student modes of transportation surveys. Walking and biking and focus group audits.
* **Enforcement** – Collaborate and coordinate with local law enforcement and stakeholders to increase safe driving, cycling and pedestrian practices around schools.
* **Planning Studies** – Provide expertise in creating a planning study specifically for use as a standalone document not directly related to or leading to construction.
* **Right of Way Phase & Determination** – Consultant shall complete all documents necessary to obtain a Right of Way certification using procedures outlined in the Caltrans Local Assistance Procedures Manual. When authorized, Consultant shall review right-of-way records and establish additional right-of-way along the entire alignment, if necessary.

* **Coordination with Adjacent Properties** – Coordinate with adjacent property to establish driveway locations and other modifications required in front of their property such as fence relocations, mailbox relocation, or tree removal.
* **Contract Term** –Contract amendments are required to modify the terms of the original contract for changes such as extra time, added work, or increased costs and must be done prior to expiration of the original contract. Only work within the original advertised scope of services shall be added by amendment to the contract.
* **Method of Payment** – Lump Sum Fee (or optional Actual Cost Plus Fixed Fee). The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

**Minimum Qualifications of Personnel** – The Consultant shall meet the appropriate minimum qualifications as required by this contract.

**Materials to be provided by the Agency** - The Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate outlined in each Task Order. Materials (if deemed applicable, necessary, and when available from the [agency[) that may be furnished or made available by the [agency] and where listed in the individual Task Orders and this Contract, are for the Consultant’s use only, shall be returned at the end of the Contract.

**Work to be performed by the Agency** -

**Conflict of Interest Requirements** - The Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

If a Consultant discovers a conflict during the execution of an assigned task order, the Consultant must immediately notify the Caltrans Contract Manager regarding the conflicts of interest. The Caltrans Contract Manager may terminate the Task Order involving the conflict of interest and Caltrans may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify Caltrans Contract Manager may be grounds for termination of the contract for default pursuant to Exhibit D, Section III, Termination of the Contract.

**Project Schedule** – In order to assess duration and resources, the project planning and scheduling of tasks should be done using a Gantt chart.

project planner

**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**

The introductory (or transmittal) letter shall be addressed to:

[local agency contact

Address]

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.

1. **Executive Summary**
2. **Consultant Information, Qualifications & Experience**

The [local agency] will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. 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 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
12. **Organization and Approach**
13. 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.
14. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
15. 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.
16. **Scope of Work**
17. Include a detailed Scope of Work Statement describing all services to be provided.
18. Describe project deliverables for each phase of your work.
19. Describe your cost control and budgeting methodology for this project.
20. **Schedule of Work**

Provide a detailed schedule for all phases of the project and the proposing Consultant’s services including time for reviews and approvals. The schedule shall meet the Project Schedule shown in Appendix C, however, expedited schedules are preferred with justification for timeline feasibility.

1. **Conflict of Interest Statement**

The proposing Consultant shall disclose any financial, business or other relationship with the [local agency] that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

1. **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.

1. **Contract Agreement**

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

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.

1. **Federal-Aid Provisions**

The proposing Consultant’s services are 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-O1). **The local agency’s current contract DBE Goal is [#%].**
* 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 the 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.

1. **Cost Proposal**

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.

**APPENDIX B – PROPOSAL EVALUATION**

**Evaluation Process**

All proposals will be evaluated by a [local agency] Selection Committee (Committee). The Committee may be composed of [local agency] staff 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 [local agency] 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 should include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that 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 | 30 |
| 3 | Staff Qualifications & Approach | 10 |
| 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)**
   1. 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, be 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 (30 points)**
   1. Proposal clearly defines cost in spreadsheet format.
3. **Staff Qualifications and Approach (10 points)**
   1. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct services on both federal and nonfederal-aid projects.
   2. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
   3. Roles and Organization of Proposed Team
      1. Proposes adequate and appropriate disciplines of project team.
      2. Some or all of team members have previously worked together on similar project(s).
      3. Overall organization of the team is relevant to [local agency] needs.
   4. Project and Management Approach
      1. Team is managed by an individual with appropriate experience in similar projects. This person’s time is appropriately committed to the project.
      2. Team successfully addresses Site Planning and Programming efforts.
      3. 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.
   5. Roles of Key Individuals on the Team
      1. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
      2. Key positions required to execute the project team’s responsibilities are appropriately staffed.
   6. Working Relationship with [local agency]
      1. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
      2. Team leadership understands the nature of public sector work and its decision-making process.
      3. Proposal responds to need to assist [local agency] during the project.
4. **Project Scope (10 points)**
   1. Detailed Scope of Services to be Provided
      1. Proposed scope of services is appropriate for all phases of the work.
      2. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
   2. Project Deliverables
      1. Deliverables are appropriate to schedule and scope set forth in above requirements.
   3. Cost Control and Budgeting Methodology
      1. Proposer has a system or process for managing cost and budget.
      2. Evidence of successful budget management for a similar project.
5. **Schedule of Work (10 points)**
   1. Schedule shows completion of the work within or preferably prior to the [local agency] overall time limits as specified in Appendix C.
   2. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
   3. 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)**
   1. Discloses any financial, business or other relationship with the [local agency] that may have an impact upon the outcome of the contract or the construction project.
   2. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
   3. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.
7. **References (10 points)**
   1. 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)**
   1. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.
9. **Q&A Response to Panel Questions (10 points)**
   1. 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 |  |
| 3 | Staff Qualifications & Approach |  | 15 |  |
| 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 |  |  |

**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 continue