

**TOWN OF LOS GATOS
DEPARTMENT OF PARKS AND PUBLIC WORKS
41 MILES AVENUE, LOS GATOS, CA 95030**

REQUEST FOR PROPOSALS

Local Roadway Safety Plan

FEDERAL PROJECT NUMBER: LRSPL-5067(023)

PROPOSAL SUBMITTAL DEADLINE:

DATE: November 4, 2020

TIME: Noon, 12:00 pm



Town of Los Gatos
Request for Proposals - Local Roadway Safety Plan

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I. INTRODUCTION

The Town of Los Gatos (Town) is requesting proposals (RFP) for roadway safety and transportation engineering services.

The Local Roadway Safety Plan will be funded with Local and State dollars requiring the Consultant to follow all pertinent local, State, and Federal laws and regulations. Because DBE contract goals are not required for state-only funded contracts, **DBE participation is not required for this project, however, it is encouraged.**

The Consultant shall meet the appropriate minimum qualifications as required by this contract.

Total amount payable to the Consultant shall not exceed \$80,000. The performance period is no greater than twelve (12) months, with a project schedule determined by the Town and the select Consultant.

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, Proposal Evaluation, of this RFP.

Addenda to this RFP, if issued, will be posted on the Town of Los Gatos' website at:

<https://www.losgatosca.gov/2258/RFPREQ>

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

Table 1 shows the RFP and selection timeline. Proposals received after the time and date specified above will be considered nonresponsive and will not be considered.

Table 1 - RFP and Selection Timeline

Task	Deadline
Request for Proposal	October 7, 2020
Questions from Proposer	October 13, 2020
Town Response to Questions from Proposers	October 20, 2020
Deadline for Proposal Submittals	Noon, November 4, 2020
Virtual Interview (if necessary)	November 12 - 13, 2020
Scope Refinement and Negotiation	November 16 - 20, 2020
Notice to Proceed (tentative)	November 30, 2020
Final Delivery (tentative)	November 30, 2021

Proposers are requested to submit the proposal in electronic format in one of the following ways:

- Send the proposals via email (file size is limited to 25MB); or
- Upload to your own file sharing website or FTP site and send a link via email

The email address for electronic submittals is:

Ying C. Smith
Transportation and Mobility Manager
YSmith@LosGatosCA.gov

Hard copies of the proposals will not be accepted. If found necessary, the Town may request hard copies after the deadline. Any proposals received prior to the time and date specified in Table 1 may be withdrawn by written request of the proposer. To be considered, however, any modified proposal must be received before the RFP submittal deadline.

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

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 Town.

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.

Any questions related to this RFP shall be submitted in writing to the attention of Ying Smith via email at YSmith@losgatosca.gov by the deadline shown on Table 1. No oral questions or inquiries to other individuals about this RFP shall be accepted.

II. PROJECT DESCRIPTION AND BACKGROUND

The Town was awarded a Caltrans Highway Safety Improvement Program (HSIP) grant to prepare a Local Road Safety Plan. Preparing a LRSP provides an opportunity to address unique roadway safety needs in Los Gatos while contributing to the success of the State's a Strategic Highway Safety Plan.

Attachment 1 includes the Town of Los Gatos Local Roadway Safety Plan Funding Request Form.

The development of the LRSP should follow a process that is tailored to the community's needs and issues. It will begin with safety data analysis, includes stakeholder engagement, and result in the selection of emphasis areas. The process will further help the Town Council to prioritize future safety improvements on the local streets. The scope of work identified in the RFP

reflects this approach and will ensure the consultant's work satisfactorily meets Caltrans' LRSP requirements.

Los Gatos has benefited from a very engaged community. The stakeholders for this project will be the Complete Streets and Transportation Commission, the Los Gatos – Monte Serene Safe Route to School, local schools and neighborhood organizations. A list of relevant studies prepared by the Town are included in Attachment 2.

III. SCOPE OF WORK

General:

The Consultant selected shall provide the professional engineering services necessary to complete the contract documents and tasks to complete a Local Roadway Safety Plan for the Town of Los Gatos.

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:

- Federal laws
- State laws
- Local laws
- Rules and regulations of governing utility districts
- Rules and regulations of the Town of Los Gatos

A preliminary scope of services is included in the Town's Safety Plan Funding Request Form in Attachment 1. Tasks and deliverables are further described below. The Consultant shall review the preliminary scope of services, tasks and deliverables and shall include any modifications, recommendations, additions, deletions, as the Consultant believes prudent for the project in the Consultant's proposal. For each task/sub-task listed below, (or as modified by the Consultant in the proposal), the proposal shall indicate the anticipated resource allocation that will be assigned to the task/sub-task and the number of hours anticipated for each. The final scope of services shall be developed with the Town during the final contract negotiations with the selected Consultant and shall be included in the final contract for services.

1. Visioning, Project Initiation & Management

Through a community engagement process, the Town will establish a vision statement for the Local Road Safety Plan. The development of the vision statement will be a collaborative effort by Town staff and the safety partners, with direction from the Town Council. The Consultant will support staff in finalizing the vision statement and collaboration with the safety partners.

Deliverable(s):

- 1.1 Provide input to the draft vision statement for the Local Road Safety Plan
- 1.2 Final Scope of Work
- 1.3 Project Management

2. Safety Data Analysis

Town staff completed the initial data screening using the Transportation Injury Mapping System (TIMS). The Consultant will combine the data with available land use and roadway data to analyze contributing factors and pull out the most pertinent trends.

This step will also include a review of the studies in Attachment 2, which provide the planning background and existing efforts. The Consultant may also consult the Police Department and other partners to gain better understanding of the trends and context. The Consultant will analyze the Town's street network to identify locations with the most risk factors. If necessary, the Consultant will carry out qualitative data collection efforts, such as walk audit and intercept surveys, with support from Town staff and volunteers.

Deliverable(s):

- 2.1 Contextual and Roadway Data
- 2.2 Collision Analysis

3. Selection of Emphasis Areas

This step should include the evaluation of other locations that match the profiles/contextual characteristics of collisions identified in Task 2, but have not had Killed or Seriously Injured (KSI) collisions during study period. The Consultant should evaluate geographic locations and collision types that are of specific interest based on systemic evaluation and collaboration with staff and stakeholders. Based on the evaluation and stakeholder input, the Consultant will identify a preliminary list of emphasis areas and recommend the high priority areas.

The Local Road Safety Plan will include multiple emphasis areas. Each area will be identified with a description, a goal, and strategies. The Local Road Safety Plan will support the Town of Los Gatos in strategically addressing transportation safety on the local roads.

Deliverable(s):

- 3.1 Systemic Evaluation
- 3.2 Recommendation for high priority emphasis areas

4. Report Documentation

The Consultant will prepare a draft report summarizing the findings and the selection of the Emphasis Areas. The Local Road Safety Plan will include multiple emphasis areas. Each area will be identified with a description, a goal, and strategies. The report should also provide

documentation of the analysis and process. The Consultant will finalize the report upon receiving comments from Town staff.

Deliverable(s):

- 4.1 Draft Report
- 4.2 Final Report

5. Community Engagement Support

Town staff will play a lead role in community engagement, as described in the following section, Work to be performed by the Agency. The Consultant will provide support and attend public meetings as requested by Town staff, following the community engagement plan.

The Consultant will prepare project materials to be used in engagement efforts, such as project factsheet, presentations, Questions and Answers, and website contents. The Consultant will also be requested to comment on the project materials prepared by staff.

Deliverable(s):

- 5.1 Attend two virtual public meetings, such as community meeting, Commission meeting and/or Council meeting.
- 5.2 Electronic materials to support outreach efforts

Work to be performed by the Agency

Coordination:

The Town shall provide coordination between the Consultant and the office of Caltrans Local Assistance, the Town Council, and the stakeholders.

Community Engagement:

Community engagement for this project should follow the framework identified in the Connect Los Gatos Community Engagement Plan, adopted by Town Council in March 2020. The Town intends to build on the extensive engagement efforts in the recent years and strengthen the relationship with the stakeholders. Town staff will prepare a community engagement plan for this project, provide coordination with the stakeholders, schedule necessary outreach events and community meetings, and provide periodic reports to the Town Council and the Commissions.

IV. 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 Contract 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 the Contract Agreement.

No person shall offer, give or agree to give any Town employee any gratuity, discount or offer of employment in connection with the award of contract by the Town. No Town employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a Town contract.

V. RIGHTS OF THE TOWN OF LOS GATOS

This RFP does not commit the Town 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 Town reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening proposals for its own convenience;
- Remedy errors in the Request for Proposals process;
- Approve or disapprove the use of particular subconsultants;
- Negotiate with any, all or none of the Proposers regarding project scope;
- Accept other than the lowest cost offer;
- Waive informalities and irregularities in the Proposals; and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the Town.

An agreement shall not be binding or valid with the Town unless and until it is executed by authorized representatives of the Town and of the Proposer.

VI. INSURANCE REQUIREMENTS

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements as outlined in the sample contract in Attachment 3.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the Town of Los Gatos as to form and content. These requirements are subject to amendment or waiver, if so approved in writing by the Town of Los Gatos. The selected Proposer agrees to provide the Town with a copy of said policies, certificates and/or endorsement upon award of Agreement.

VII. PUBLIC NATURE OF PROPOSAL MATERIAL

Responses to this RFP become the exclusive property of the Town of Los Gatos. At such time as the Town awards a contract, all proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." The Town shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary," or if disclosure, in the Town's sole discretion, is required under the California Public Records Act as addressed below. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the Town of Los Gatos may determine, in its sole discretion that the information that a Proposer submits is not a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the Town shall provide the Proposer who submitted the information reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction, at the Proposer's sole expense.

VIII. COLLUSION

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and made in the interest of or on behalf of any person named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

IX. DISQUALIFICATION

Factors, such as, but not limited to, any of the following, may disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the Town;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of Proposer's inability to successfully complete the responsibilities and obligations of the proposal; and
- Proposer's default under any previous agreement with the Town.

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:

Ms. Ying C. Smith
Transportation and Mobility Manager
YSmith@LosGatosCA.gov

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 signed by the individual authorized to bind the Consultant to the proposal.

2. Consultant Information, Qualifications & Experience

The Town 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

3. Organization and Approach

- a. 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.
- b. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
- c. 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.

4. Scope of Work

- a. Include a detailed Scope of Work Statement describing all services to be provided.
- b. Describe project deliverables for each phase of your work.
- c. Describe your cost control and budgeting methodology for this project.

5. 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 overall schedule shall be within twelve (12) months from the date of the notice-to-proceed.

6. Staff Qualifications and Approach

Provide information on the relevant experience, specific qualifications, and technical expertise of the Project Manager and key personnel in conducting similar services. Describe the Project Manager's and key personnel's familiarity of project and understanding of work completed to date and project objectives moving forward. Describe the roles of key individuals on the team and the resources allocated.

7. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the Town 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.

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 3.

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 are State funded, which necessitate compliance with additional requirements. Special attention is directed to the Local Assistance Procedures Manual Exhibit (LAPM). 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 4.

- Disclosure of Lobbying Activities (LAPM 10-Q)
- Cost proposals per Sample Cost Proposal Exhibit 10-H (Sample #1)

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:

- Exhibit 10-K Consultant Certification of Contract Costs and Financial Management System
- Any other relevant forms required during the project.

Consultant shall demonstrate familiarity of providing services for similar 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

In order to assure that the Town of Los is able to acquire professional services based on the criteria set forth in the Brooks Act and Government Code 4526, the proposal shall include a cost proposal for each task included in the proposal. Proposing Consultants will be required to submit certified payroll records, as required. The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit. Reference sample cost estimate in Attachment 4 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 Town of Los Gatos Selection Committee (Committee). The Committee may be composed of Town 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 Town’s 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 in a virtual format. The consultant will be notified of the time and format of oral interviews and if any additional information that may be required to be submitted.

Evaluation Criteria

Proposals will be evaluated according to the 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, per Table 2. 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.

Table 2 - Evaluation Criteria and Respective Weights

No.	Written Evaluation Criteria	Weight
0	Completeness of Response	Pass/Fail
1	Consulting Firm's Experience	10
2	Team Qualifications & Experience	15
3	Organization & Approach	10
4	Scope of Services to be Provided	15
5	Schedule of Work	5
6	Cost	30
7	References	5
8	Conflict of Interest Statement	Pass/Fail
Subtotal:		90

No.	Interview Evaluation Criteria	Weight
9	Presentation by team	5
10	Q&A Response to panel questions	5
Subtotal:		10
Total:		100

0. Completeness of Response (Pass/Fail)

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.

1. Consulting Firm's Experience

Relevant experience in preparing LRSP's that meet Caltrans' and other agencies' requirements, specific qualifications, and technical expertise of the firm, the key personnel assigned to the project, and sub-consultants to conduct similar services on both federal and nonfederal-aid projects.

2. Team Qualifications & Experience

- a. 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 the Town's needs.
- b. 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.
- c. Working Relationship with Town of Los Gatos
 - 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. Familiarity with the Los Gatos community and key stakeholders.

3. Organization & Approach

- a. Describes familiarity with this specific project and demonstrates understanding of project objectives moving forward as a federally funded project. Demonstrates a thorough review and evaluation of the RFP "Requested Scope of Services"
- b. 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 Town of Los Gatos - Parks and Public Works Department needs.
- c. 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. 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.
- d. 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.

4. Scope of Services to be Provided

- 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
 - iii. Deliverables are appropriate to schedule and scope set forth in above requirements.
 - iv. Reflects the priorities identified by the Town and the appropriate allocation of resources based on the priorities and levels of complexity.
 - v. Provides the best value to the Town within the budget limit.
- c. Cost Control and Budgeting Methodology
 - vi. Proposer has a system or process for managing cost and budget.
 - vii. Evidence of successful budget management for a similar project.

5. Cost

Total amount payable to the Consultant shall not exceed \$80,000.

6. Schedule of Work

- a. Schedule shows completion of the work within or preferably prior to the Town of Los Gatos overall time limits as specified in Table 1.
- 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 should reflect a well-organized approach. It should be reasonable and addresses potential risk factors, including both known and unknown challenges.

7. Conflict of Interest Statement (Pass/Fail)

- a. Discloses any financial, business or other relationship with the Town of Los Gatos 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.

8. References

- a. Completeness of information provided regarding references as outlined in the RFP.
- b. Evaluation of references and project information provided from at least three (3) agencies you currently or have previously consulted for in the past five (5) years.

9. Presentation by Team at Interview

- a. Presentation is given by project team members and is clear, concise, and focused on the project.
- b. Team presentation conveys project understanding, communication skills, innovative ideas, critical issues and solutions.

10. Q&A Response to Panel Questions

Proposer's project team members provide comprehensive, well versed, and educated responses to various interview panel questions.