

Pima Association of Governments

REQUEST FOR PROPOSALS

Pima Association of Governments (PAG) is seeking a Request for Qualifications (RFQ) from qualified professional firms or individuals, either singly or through a joint venture with others, to form an On-Call list of consultants to provide professional services for the development of initial project scoping documents via Project Assessments (PAs). The PAs are to provide assessment, prioritization, design concept, and cost of safety improvement projects. As part of the PA development process, the analysis of crash data through network screening, location specific diagnostics, and identification of high priority locations at the project level may be included in close coordination with existing PAG efforts. The program will be managed by the Pima Association of Governments (PAG); the PAs will be developed in conjunction with the PAG jurisdiction requesting the assessment.

The complete RFQ can be obtained from the PAG website PAGregion.com/aboutPAG/RFPRFQ. Questions regarding this Request for Qualifications (RFQ) are to be submitted to PAG in writing by e-mail or fax to the attention of Teresa Ruiz at (520) 620-6981 (fax), or by email at: TRuiz@pagregion.com. Questions will be accepted until 2:00 P.M. (local time) on March 6, 2018. Firms or individuals are encouraged to submit their questions as early as possible to allow PAG adequate time to prepare accurate and comprehensive responses. It is the responsibility of potential candidates to monitor the Web postings to ensure they have all up-to-date information on the RFQ requirements.

All RFQs must be received by PAG on or before 2:00 p.m. on March 22, 2018. RFQs will be opened at 2:15 p.m. PAG reserves the right to disqualify any and all RFQs, which are not in accordance with the prescribed requirements of this RFQ.

In order, to expedite the delivery of consultant services, PAG will select an On-Call list of qualified consultants to participate in the Strategic Transportation Safety Plan – Phase 2. The intent of this program is to enable PAG staff to augment existing resources by forming a pool of qualified consultants to provide specialized services that are required for executing tasks and projects in the identified areas.

A. INTRODUCTION

Pima Association of Governments (PAG) is a nonprofit, metropolitan planning organization for the region comprised of a voluntary association of local governments including Pima County, the Cities of Tucson and South Tucson, the Towns of Marana, Oro Valley, and Sahuarita, the Pascua Yaqui Tribe and the Tohono O’odham Nation. A Regional Council that consists of elected officials from each of these jurisdictions and a representative from the Arizona State Transportation Board governs PAG.

BACKGROUND

Phase 1 of the PAG Strategic Transportation Safety Plan (SHSP) established the regional vision, goals, objectives, strategies, countermeasures, and performance measures for making systematic improvements in transportation safety. The data-driven plan established goals, objectives, and key action areas and integrates the four E’s of transportation safety –Engineering, Education, Enforcement, and Emergency Medical Services (EMS).

Phase 2 of the PAG STSP is the implementation portion of the plan. Phase 2 involves analyzing crash data through network screening and location specific diagnostics, identifying high priority locations at the project level, and ultimately developing initial project scoping documents via Project Assessments (PAs).

Project scoping is an integral part of the project development process. The detailed information provided from the scoping phase is used to further assess and prioritize safety improvement projects and defines the design concept and cost. Needs are considered through this process of planning and the recommended safety improvements are further analyzed. The PA document provides specific information for programming as well as to guide the subsequent stages of the project development process.

The consultant will prepare a formal PA that will be provided to the Project Owner – the local agency responsible for the facility and who has requested the PA. It is crucial that the PA follow the ADOT format as outlined below in order for the project to meet the criteria to receive HSIP funding. The Project Owner will assign a Project Manager to oversee the process for the local agency in coordination with the PAG Project Manager.

The CONSULTANT is responsible for performing all tasks that are listed under CONSULTANT's Role as shown below. All communications between the CONSULTANT and the Project Owner or PA team members must be copied to the PAG Project Manager.

The Scope of Services described below shall not be modified except at PAG's request or with PAG's concurrence. Any services rendered by the CONSULTANT that PAG considers to be outside the Scope of Services shall not be the responsibility of PAG.

This RFQ describes a scope of work to be performed that is intended to be representative of desired activities, products, and outcomes.

Potential submitters should carefully review all requirements contained in this document for presentation and submittal and prepare a written RFQ that is responsive to those requirements.

B. SCOPE OF WORK

All work performed on this project must comply with federal requirements associated with the fund source(s) being used for this project. PAG and its member jurisdictions involved in the project will serve to coordinate this with the selected consultant(s).

C. INSTRUCTIONS TO OFFERORS

PAG reserves the right to cancel this solicitation in part or in whole at any time and reserves the right to reject all RFQs.

PAG reserves the right to disqualify any and all RFQs, which are not in accordance with the following prescribed requirements.

Offerors are encouraged to be concise and straightforward in the presentation of their RFQ.

Letter of Transmittal

- Provide a letter of transmittal that briefly states the offeror's understanding of the work to be done.

- Identify the fixed amount of all work to be performed and generally describe the level of effort required to perform the work.
- Provide a statement that the RFQ, including Price Page, will remain valid and irrevocable for at least ninety (90) days.
- List the name, title, address and phone number of the project manager.
- List the name and title of the officer authorized to make representations for the offeror.
- Provide an original ink signature by the officer authorized to sign, date, and submit the RFQ.

Title Page

- Provide a Title Page that indicates the project title, names and addresses of the primary consultant firm and each sub-consultant, if any.
- Provide the name, title, address, and phone number of the project manager.

Table of Contents

- Provide a Table of Contents that clearly indicates the organization of the material by section heading and page number.

RFQ Contents

- Describe the extent to which the submitter's proposed approach will meet or exceed the stated objectives of the work and discuss how the submitter would modify the project scope, schedule, and/or cost to better meet project objectives.
- Discuss the difficulties expected or anticipated in performing the work together with a discussion of how the submitter proposes to overcome or mitigate against those difficulties.
- Detail the technical approach and methods to be employed in performing each of the tasks identified in this scope of work.
- Provide a detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and other significant events.
- Explain what quality control and administrative processes will be used to ensure appropriate attention will be given to successful execution of the work.

Qualifications of Primary Consultant and Sub-Consultants

- Describe the qualifications of the primary consultant firm and each sub-consultant, if any.
- Describe relevant, recent experience for the primary consultant firm and each sub-consultant, if any.
- Provide a description and location of the facilities to be used where data processing, production and quality control will occur. Briefly describe the facilities, equipment, and technical and business services that will be available to support the work.
- Identify the key project individuals who will perform the work, including officers and the project manager.
- Identify the time commitment of each of the key project individuals and include their resumes and qualifications.
- Provide a statement disclosing whether any likely source of significant financial or other conflict of interest might arise in the conduct of performing the work.

Administrative Requirements

- Submit a Proposer's Information Form. (Appendix B)
- Submit a Price Page. (Appendix C). This will be a fixed-fee contract not to exceed \$49,900.
- All invoices for this contract shall be delivered in person or sent by mail to PAG on a monthly basis.
- A monthly progress report given to the PAG project manager may be required depending on the task.
- The firm or firms that is/are selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41CFR Part 60).
- The firm or firms that is/are selected will be required to comply with PAG insurance requirements, which may include: Worker's Compensation, Comprehensive General Liability Insurance, Business Automobile Liability Insurance, Valuable Papers Insurance, and Professional Liability Insurance.
- The Prime Contractor will pay Subcontractors for satisfactory performance of contracts no later than fourteen (14) calendar days from the date that the Prime Contractor receives payment from PAG.

References

- Provide a list of at least three clients, with contact names, addresses, phone numbers, and brief descriptions and dates for projects where similar, recent work was performed.

Confidential Information

- If an offeror believes any portion of its RFQ contains confidential information, state what portion is considered confidential and request PAG make a determination.
- The PAG Executive Director will make a determination of whether any information requested is to be treated as confidential during the procurement process in accordance with PAG's Procurement Guidelines.
- All RFQs become the property of PAG upon submittal and a matter of public record subsequent to award of a contract, including any confidential information.

Nondiscrimination

- PAG, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, the Civil Rights Restoration Act of 1987 (Public Law 100.259). Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in federally-assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, religion, gender, age or disability in consideration for an award.

Small and Minority Business and Women's Business Enterprises

- It is PAG's policy, as a federally assisted agency, to encourage small and minority businesses and women's business enterprises to submit proposals.

- State whether the primary consultant firm or any sub-consultants are a small or minority business or a woman's business enterprise

RFQ Submission

- One signed original and 3 bound paper copies of the RFQ shall be delivered by no later than March 22, 2018 **at 2p.m.** to:

Teresa Ruiz, PAG Procurement Officer
Pima Association of Governments
1 East Broadway Blvd, Suite 401
Tucson, AZ 85701

- RFQs may be delivered to PAG's office by U.S. Postal Service mail, private, paid messenger service (such as FedEx, DHL, UPS, etc.), or by hand-carried delivery.
- RFQs must be received in PAG's office not later than the above deadline. RFQs arriving after this time will be rejected.
- RFQs delivered by facsimile or electronic mail or in any format other than paper copies will not be considered.
- The original shall be unbound and single-sided. The bound copies must be bound in a single volume and constitute the RFQ in its entirety and, in the interest of saving paper, may be printed on both sides.
- **THE RFQ SHALL BE SUBMITTED IN A SEALED ENVELOPE OR SHIPPING BOX. THE WORDS "SEALED STATEMENT OF QUALIFICATIONS" SHALL BE DISPLAYED CLEARLY AND LEGIBLY ON THE ENVELOPE OR SHIPPING BOX.**

Opening of RFQs

- All sealed RFQs received by the above deadline will be opened by the Procurement Officer.
- Only the names of offerors will be read aloud when RFQs are opened.
- Offerors are welcome to attend the opening of the RFQs.

Selection Process

- PAG will form an advisory evaluation committee consisting of persons individually and collectively knowledgeable in the area transportation safety data and projects, as well as, State and Federal plans, requirements and guidelines to review and rank the RFQs received in accordance with the criteria described below.
- PAG may seek additional information, conduct interviews, or request best and final offers from individual offerors.
- The evaluation committee's ranking and recommendations will be forwarded to the PAG Executive Director who will make a recommendation to the PAG Regional Council for final action. The recommendation and award of contract(s), if any, will be to the offeror(S) whose RFQ(s) are the most advantageous to PAG based on the evaluation criteria stated in Appendix D.

Evaluation of RFQs

- All RFQs will be evaluated according to Appendix D.
- PAG reserves the right to reject any and all RFQs submitted or to conclude that none of the RFQs are advantageous to PAG.

Funding Availability

- This project is contingent upon funding availability at time of award. Potential offerors should understand clearly that the scope of work described herein is tentative.
- There is no expressed or implied obligation for PAG to reimburse responding firms for any expenses incurred in preparing RFQs in response to this request.

Contract Terms and Conditions

- The type of contract to be used, if any is awarded, will be a fixed fee contract.
- Any award of a contract will be subject to terms and conditions as enumerated in PAG's Procurement Guidelines, including presentation of certificates of insurance and assurance of compliance with pertinent federal regulations, including audits and non-discrimination.
- Upon submittal of all deliverables, PAG will retain full ownership of all data products. Full copyrights to the data will be assigned to PAG, meaning that PAG is free to redistribute the

data to its member jurisdictions, other agencies, the private sector and the general public. This includes the display and distribution of the data through the World Wide Web.

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Inquiries

- Questions regarding the scope of work should be directed to Teresa Ruiz, PAG Procurement Officer, at (520) 792-1093, or e-mail truiz@pagregion.com.
- A Web page has been developed for this RFQ. It can be accessed from www.pagregion.com. It should be checked frequently during the RFQ process for updates and answers to questions.

**PIMA ASSOCIATION OF GOVERNMENTS (PAG)
SCOPE OF WORK
STRATEGIC TRANSPORTATION SAFETY PLAN, PHASE 2
PROJECT ASSESSMENT FOR SAFETY IMPROVEMENTS
OWP ITEM 98**

Phase 1 of the PAG Strategic Transportation Safety Plan (SHSP) established the regional vision, goals, objectives, strategies, countermeasures, and performance measures for making systematic improvements in transportation safety. The data-driven plan established goals, objectives, and key action areas and integrates the four E's of transportation safety –Engineering, Education, Enforcement, and Emergency Medical Services (EMS).

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SCOPE OF SERVICES

Task 1: Kickoff Meeting

The Project Kickoff Meeting will be coordinated and held at the Project Owner's facility of choice with key jurisdictional staff of the requesting agency and adjacent local agency staff (if applicable), the CONSULTANT and PAG Project Manager attending. This meeting will be scheduled within two (2) weeks of the Notice to Proceed. All the project related issues will be identified and discussed at this meeting including a review of any RSAs or other studies conducted by the local agency used as a basis for development of the PA as well

as observations or measurements that the CONSULTANT will include in the field review under Task 2. Meeting notes will be prepared by the CONSULTANT and copies provided to Jurisdictional staff and the PAG Project Manager. The CONSULTANT will attend all project coordination meetings.

The CONSULTANT will provide PAG with monthly progress reports summarizing the status of the project, work completed during the reporting period, and approximate hours expended on each project. Any issues that are adversely affecting the timely completion of the project and that need to be resolved shall be identified as soon as possible and shall also be identified in the progress reports. Monthly progress reports shall be attached to the monthly invoices.

Deliverables: Notes from the Project Kickoff Meeting, other project meetings and monthly progress reports.

Task 2: Data Collection and Field Review

The CONSULTANT will contact the Project Owner and request site specific information, such as:

- Five most recent years of crash data, traffic volume data, aerial photographs
- Data on daytime/nighttime crashes, percentage of crashes during peak periods, severity of crashes, and type of crashes
- Bicycle and Pedestrian count data, plans
- Available right-of-way maps
- Utility as-built maps and proposed improvements
- Communication, fiber, backhaul connections
- Development proposals, Land Use changes
- Recent area improvement as-built maps, including drainage reports and traffic studies
- Traffic signal as-built documents, including existing timing plans if signal modifications are included in the scope of the safety improvement project.
- Any additional items required to develop the PA document as described in Task 3 and Task 6.

After review of the data collected the CONSULTANT will conduct a field review in coordination with key Jurisdictional staff and PAG staff. The CONSULTANT will conduct preliminary field measurements (as necessary) and observations pertinent to the scope of the proposed roadway safety improvement project as established in Task 1.

Deliverables: An excel spreadsheet listing the items obtained and the dates obtained and from whom. Provide a status report to the PAG project manager to include the data collection excel spreadsheet, an account of the field review; date, time, attendees, observations made, and measurements taken (if any).

Task 3: Develop Draft PA

The PA is a document that describes the scope, schedule and cost of a project. Projects scoped with a PA usually involve a single or limited number of project alternatives. An

Initial PA is distributed to all project stakeholders, PAG and ADOT for review and comment.

The PA report will include the following information:

- Project Determination – The Project Determination includes the appropriate approval signatures, describes the appropriate class of environmental documentation, estimated project costs, identifies major funding sources, and anticipated level of public involvement required during design.
- Cover Sheet – Name of the project, project number, highway or street name and number, federal project number (placeholder for future designation), location and route.
- Introduction – The purpose of the project and program information
- Background – This section addresses year of construction, previous upgrade projects, roadway functional classification, if the roadway is on the National Highway System, existing typical cross-section, posted speed limit, 85th percentile speed, general features such as structures, major drainage, major traffic control items, railroad crossings, major utilities, overview of the Road Safety Assessment or other study conducted, including crash history, which caused the project to be programmed.

Describe the general intersection or corridor right-of-way. Identify the type of right-of-way; easement or deed. General land ownership should also be identified (Private, Forest Service, Bureau of Land Management, other jurisdiction, etc.) whenever possible.

- Project Scope – Description of the proposed safety improvements and recommended project scope.
- Development Considerations – The PA will include a discussion of the following considerations:
 - Environmental requirements which may include the following:
 - Potential hazardous waste site
 - 404 Permit
 - Section 4 (f) Lands
 - Floodplain Encroachment
 - Wetlands
 - Scenic/Historic Route
 - NPDES Permit
 - Archaeological Clearance
 - Social or Economic Impacts
 - Outside agency involvement to include, as necessary, project locations that are likely to involve lengthy clearance procedures. Such locations

will include projects involving the Forest Service, Bureau of Land Management, Indian Reservations, railroad or irrigation companies, and certain urban settings.

- Right-of-way requirements; state whether new right-of-way or easements will be required and, whenever possible the identification of the owner.
 - Utility relocation requirements. Describe any utility impacts, and how the relocation of the utilities is expected to be accomplished (work done by the utility company, bid item in the construction project), how the work is to be financed (local funds or federal aid funds), prior rights issues.
 - Seasonal considerations; address field survey, data collections and testing, and the construction season.
 - Traffic requirements; discuss the need for traffic control, pavement marking, signing, and traffic signal or traffic signal modification plans.
 - Survey mapping requirements
 - Design alternatives; provide 3-5 design alternatives including the selected proposed scope of work. A full discussion of alternates is required. Any number of major alternatives maybe significant depending upon the nature of a project. Each design should be given sufficient study to ensure that it is feasible. Any alternatives which deviate from standards should be noted. Discuss if any alternative scope of work was reviewed and/or considered and reason for rejection. Discuss how many alternatives should be considered.
 - Advanced design (30 to 100 percent) requirements; identify alternates or issues that should be evaluated during future design phases.
 - AASHTO controlling design criteria; address AASHTO criteria, the extent reasonably possible, through field review, consultation with Districts, and project research from available information. Features which do not comply with criteria are included along with recommendation for either meeting the criteria or requesting design exceptions. The status of design exception approval is also included, especially sight distance and negative offsets.
 - Compare the design speed of the existing vertical and horizontal alignment to current standards. Provide current and future traffic data, and K (Peak Hour/Urban Projects), D (Directional Distribution), and T (Heavy Trucks) factors
 - Design Exceptions state who will request and from whom.
- Other requirements:
 - Reiterate funding source. If the local agency is planning on submitting for Highway Safety Improvement Program funds, whether or not the project will be processed under the Certification Acceptance (CA) Procedure.
 - Discuss whether the project will be developed by ADOT, consultant, or by others.

- Estimated Costs
 - Describe basis of estimate and special assumptions.
 - Prepare a summary of itemized (template to be provided by PAG PM) with columns for HSIP, local, and other funds in the following categories:
 - construction
 - right-of-way
 - utilities
 - 15 percent construction engineering
 - Five (5) percent contingency
 - Total Cost
- Benefit Cost Ratio spreadsheet for safety countermeasures (Template to be provided by PAG)
 - Prepare a benefit cost ratio sheet for safety improvements
 - Prepare a crash reduction factor (CRF) calculation for each countermeasure
 - Reference Crash Modification Factor(s) (CMFs) utilized
 - Total benefit cost ratio for all safety countermeasures as a whole
 - Revise Estimated Costs sheet to reflect those with a B/C ratio equal to 1 or greater in the HSIP column (1.5 needed to qualify for ADOT HSIP), all others in the local or other columns.
 - Calculate portions of HSIP non-eligibly items such as Preliminary Engineering to go under the “Other” column.
- Assessment of consistency with the intent of USDOT 23 CFR 924
 - Discuss if the improvements are consistent with the current PAG STSP.
 - Discuss how the project addresses a serious crash risk (e.g. hot spot, road segment, crash type, etc.)
 - Reference to previous sections of the PA which discuss crash data and crash reduction factors and the potential for the project to achieve significant reduction in fatalities and serious injuries.
 - Discuss consultation with ADOT
- Service Involvement Sheet
 - Tabulated list of each involved parties and the type of involvement they have with the project.
- Coordination with nearby projects
- Discussion of Alternatives
- Vicinity Map
 - Project location and vicinity maps

- Design concepts
- Typical Section Sketch
 - Provide a typical section for the project including right-of-way limits and proposed pavement section, slopes, and shoulder dimensions

Deliverables: Draft PA to include all the elements described to the local public agency and PAG project manager; one electronic copy of a PDF version of the PA and four bound copies of the PA to the PAG project manager for distribution.

Task 4: Respond to Comments

The project review team will consist of Jurisdictional staff and PAG project managers as well as ADOT. The project review team will have two full weeks to review the Draft PA. The CONSULTANT will review the comments and provide a Summary of Comments to document initial comment responses and final disposition of all comments received on the Draft PA. The CONSULTANT will coordinate a comment resolution meeting to be held within one week of receiving comments from the PAG project manager.

Deliverables: Prepare and deliver to PAG a Summary of Comments to document initial comment responses and final disposition of all comments received on the Draft PA. Prepare and deliver comment resolution meeting minutes including disposition of the discussion of consensus on scope, alternatives, schedule and cost.

Task 5: Final PA

The CONSULTANT will prepare a Final PA reflecting the consensus on scope, alternatives schedule and cost and include all elements described in Task 3 with all pertinent documents. The Final PA document shall address all comments on the Draft PA that have been received from the local public agency, PAG, and ADOT. The final PA will be submitted electronically to PAG within twelve (12) weeks of NTP. The final report shall include a reference to 23 USC 409.

Deliverables: Final PA Report including all pertinent documents.

TASK ORDER SCHEDULE

Start Date: XX/XX/XX

Week		1	2	3	4	5	6	7	8	9	10	11	12	13
Notice to Proceed														
Task 1 - Kickoff Meeting			M											
Task 2 - Data Collection & Field Review														
Task 3 – Develop Draft PA									D					
Task 4 – Draft PA Review and Response										R	R	M		
Task 5 - Final PA														F

- R – Review by Requesting Agency, PAG and ADOT
- M – Meeting
- D – Draft Document Delivery
- F – Final Document Delivery

APPENDIX B
Proposer Information

APPENDIX B: PROPOSER'S INFORMATION SHEET

All firms proposing as prime contractors or subcontractors on Pima Association of Governments (PAG) projects are required to submit this form.

Please complete this form and return it with your proposal.

If you have any questions about this form, please call Teresa Ruiz, PAG Procurement Officer, (520) 792-1093.

1. GENERAL INFORMATION

Name of Firm:

Street Address:
City, State, ZIP

Mailing Address:
City, State, Zip

Telephone Number:
Fax Number:
E-mail address:
Web Address:
Year Firm was established:

Check all that apply:

Is this firm a prime consultant? _____
Is this firm a sub-consultant? _____ Identify specialty: _____
Is this firm a certified DBE? _____ If so, by whom? _____
Is this firm currently debarred? _____
Is this firm currently the subject of debarment proceedings? _____

2. FINANCIAL INFORMATION

Firm's annual gross receipts (average of last 3 years):

_____ <\$500,000
_____ \$500,000 - 1,500,000
_____ \$1,500,000 - \$5,000,0000
_____ >\$5,000,000

Information will be maintained as confidential to the extent allowed by federal and state law.

The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any Contract which may be awarded.

Name, Title Date

APPENDIX C

Price Page

APPENDIX D

Evaluation of Proposals

Proposals will be evaluated according to the following criteria and according to their assigned relative weight:

- 1) Evidence of a clear understanding of the project, and presentation of an effective approach to successful accomplishment of it: 30 points.
- 2) Qualifications of the Project Manager, and the Project Team having substantive involvement in the Project: 25 points.
- 3) Directly relevant, successful Team experience in similar work: 25 points.
- 4) Resources of the Firm, directly available and relevant to the Project: 20 points.

Total: -----
100 points