

APPENDIX D

CONSULTANT SELECTION PROCEDURE AND EVALUATION CRITERIA

Use of a pre-qualified list of consultants has not been used for selection of firms invited to propose for this projects. Instead, any qualified consultant engineering firm is welcome to submit a proposal on this project.

1. Proposal Review

Each Proposal will be reviewed by a panel composed of the County's Project Engineering and Maintenance Management team and a representative from the County's Construction Management and Inspection Division (Labor Compliance) to determine if it meets the proposal requirements contained in Guidelines for Preparing a Proposal for Professional Services and the Required Services Criteria. Failure to meet the requirements of the Request for Proposal (RFP) will be cause for rejection of the Proposal.

The County may reject any proposal if it is conditional, incomplete, or contains irregularities. The County may allow a minor deviation from the requirements of this RFP. Allowance of a minor deviation shall not modify the RFP documents or excuse the proposing firm from full compliance with the contract requirements if the proposing firm is recommended for award of the contract.

2. Oral Interview

At the discretion of the County's Project Management team, the selection process may include an oral interview with prospective firms. If it is determined that oral interviews are necessary, the firms will be notified in advance of the time and place of the oral interview. Firms will also be notified of additional information, if any, to be submitted at the oral interview. Firms, which fail to appear at the interview, will be considered non-responsive, and the firm will be eliminated from any further consideration.

3. Selection and Negotiations

The proposal and oral interview will be evaluated by the evaluation panel using the "Consultant Evaluation Criteria" provided in this Appendix. Upon selection of the most qualified firm, a detailed cost proposal will be requested from the selected firm. A separate detailed cost proposal shall be prepared for each of the activities listed in the Scope of Services section of this RFP and a summary cost proposal of all costs. Refer to Appendix B for cost proposal format. The proposed contract will then be negotiated between the County and the most qualified firm. If agreement is reached, the firm will be recommended for award, subject to approval by the County Board of Supervisors. If there are unresolved issues and negotiations are unsuccessful, negotiations with the first ranked firm will be formally terminated. A cost proposal will be requested from, and negotiations will be entered into with the next most qualified firm.

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 COUNTY.

CONSULTANT EVALUATION CRITERIA

CRITERIA

1. Consulting firm and all sub-consultant's capabilities and specializations
2. Qualifications and experience of project managers and key staff including recent experience on similar projects within Sacramento County or for Caltrans
3. Project understanding including status of current plans and documents and what is needed for successful completion of PS&E and associated documentation.
4. Project creativity, uniqueness, and innovation potentially improving project design, decreasing costs or other concepts that would result in earlier completion of project PS&E.
5. Location of office(s) and staff where work is to be performed.
6. Project schedule accuracy and timeliness.
7. Estimate of work effort accuracy and efficiency.