

CITY OF ANN ARBOR
REQUEST FOR PROPOSAL



Project Management Services Unit
Consulting Engineering Services
for the
**NIXON, GREEN, AND DHU VARREN ROADS
INTERSECTION IMPROVEMENT STUDY**

RFP No. 899

Proposal Due Date: June 23, 2014
On or Before 10:00 A.M. (Local Time)

Public Services Area/Project Management

Issued By:
City of Ann Arbor
Procurement Unit
City Hall, 301 East Huron Street
Ann Arbor, Michigan 48107-8647

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SECTION I
GENERAL INFORMATION

A. OBJECTIVE

The purpose of this Request for Proposal (RFP) is to select a firm or firms to provide professional engineering services for:

Nixon/Green/Dhu Varren Roads Intersection Improvement Study

B. QUESTIONS ABOUT AND CLARIFICATIONS OF THE RFP

All questions regarding this RFP shall be submitted via email. Emailed questions and inquiries will be accepted from any and all prospective respondents in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before 10:00 A.M. (Local Time), June 18, 2014 and should be addressed as follows:

Scope of Work/Proposal Content questions emailed to Igor V. Kotlyar, P.E. at ikotlyar@a2gov.org

RFP Process and HR Compliance questions to Mark Berryman, Purchasing Manager at mberryman@a2gov.org

Should any prospective Respondent be in doubt as to the true meaning of any portion of this Request for Proposal, or should the Respondent find any ambiguity, inconsistency, or omission therein, the Respondent shall make a written request for an official interpretation or correction. Such requests must be received via email by ikotlyar@a2gov.org on or before June 18, 2014 by 10:00 A.M. (Local Time).

C. PRE-PROPOSAL MEETING

No pre-proposal meeting will be held for this project.

D. ADDENDUM

All interpretations or correction, as well as any additional RFP provisions that the City may decide to include, will be made only as an official addendum that will be posted to a2gov.org and MITN.info and it shall be the Respondent's responsibility to ensure they have received all addenda before submitting a Proposal. Any addendum issued by the City shall become part of the RFP and will be incorporated in the Proposal.

Each Respondent must in its proposal, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Respondent to receive or acknowledge receipt of any addenda shall not relieve the Respondent of the responsibility for complying with the terms thereof.

The City will not be bound by oral responses to inquiries or written responses other than official written addenda.

E. PROPOSAL FORMAT

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the Respondent. The proposal must be signed in ink by an official authorized to bind the Respondent to its provisions. Each proposal must remain valid for at least ninety (90) days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Each total submittal should not be more than 30 sheets (60 sides), not including required attachments and resumes. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

Each person signing the Proposal is required to certify that he/she is the person in the Respondent's firm/organization responsible for the decision as to the fees being offered in the Proposal and has not and will not participated in any action contrary to the terms of this provision.

F. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system as shown in Section III. The evaluation will be completed by a selection committee comprised of staff from the City of Ann Arbor.

At the initial evaluation, the fee proposals will not be reviewed. After initial evaluation the City will determine top respondents, and open only those fee proposals. The City will then determine which, if any, firms will be interviewed. During the interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The City further reserves the right to interview the key personnel assigned by the selected consultant to this project. If the City chooses to interview any respondents, the interviews will be held between **July 1 and July 3, 2014**. Applicants will be expected to be available on these dates.

All Proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the Respondent's response shall be documented and included as part of the final contract.

G. SEALED PROPOSAL SUBMISSION

All Proposals are due and must be delivered to the City Procurement Unit c/o Customer Service on/or before **June 23, 2014 by 10:00 a.m.** (local time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Respondent **must submit in a sealed envelope one (1) original Proposal, four (4) additional Proposal copies, one (1) digital copy of the Proposal, and two (2) copies of the Fee Proposal in a separate sealed envelope marked "Fee Proposal" and contained within respondent's sealed proposal.**

Proposals submitted must be clearly marked: RFP No. 899 - Nixon/Green/Dhu Varren Roads Intersection Improvement Study and then list Respondents' name and address.

Proposals must be addressed and delivered to:

City of Ann Arbor
Procurement Unit
c/o Customer Service Desk,
First Floor, Guy C. Larcom Building
301 East Huron Street
P.O. Box 8647
Ann Arbor, MI 48107

All Proposals received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

Hand delivered Proposals will be date/time stamped by the Procurement Unit at the address above in order to be considered. Delivery hours are 9:00 a.m. to 3:00 p.m. Monday through Friday, excluding Holidays.

The City will not be liable to any Respondent for any unforeseen circumstances, delivery, or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each Respondent is responsible for submission of their Proposal. Additional time will not be granted to a single Respondent; however, additional time may be granted to all Respondents when the City determines that circumstances warrant it.

A Proposal will be disqualified if:

1. The Fee Proposal is not contained within a separate sealed envelope.
2. The Fee Proposal is submitted as part of the digital copy. Provide Fee Proposal in hardcopy only.

H. DISCLOSURES

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a Respondent's proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

I. TYPE OF CONTRACT

A sample of the standard Professional Services Agreement (PSA) is included as Appendix A. Those who wish to submit a proposal to the City are required to carefully review the Professional Services Agreement. Respondents should specifically note that the insurance requirements under a City contract are listed in Exhibit C of the sample Professional Services Agreement. **The City will not entertain changes to terms and conditions of the standard Professional Services Agreement.**

The City reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best

interests of the City will be so served.

J. NONDISCRIMINATION AND LIVING WAGE REQUIREMENTS

The City's standard Professional Services Agreement outlines the requirements for fair employment practices under City of Ann Arbor contracts. To establish compliance with this requirement, the respondent should return completed copies of the Human Rights Division Contract Compliance forms with its proposal.

All respondents proposing to do business with the City of Ann Arbor, except those specifically exempted by regulations of the Administrator and approved by City Council, agree to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code and, if a "covered employer" as defined therein, to pay those employees providing services to the City under this agreement a "living wage" as defined in Chapter 23 of the Ann Arbor City Code; and, if requested by the City, provide documentation to verify compliance. Living Wage forms should be submitted with the proposal.

The following forms are attached:

- Contract compliance form to report employment data (Attachment B).
- Living wage declaration form (Attachment A)
- Copy of the current living wage poster (Attachment A).

If Contract Compliance and Living Wage forms are not submitted with the proposal, a respondent will have 24 hours from the City's request to return completed forms.

K. CONFLICT OF INTEREST DISCLOSURE

The City of Ann Arbor Purchasing Policy requires that prospective Vendors complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected Vendor unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may be awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the City. A copy of the Vendor Conflict of Interest Disclosure Form is found in Appendix D.

L. COST LIABILITY

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Professional Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a Proposal, Respondent agrees to bear all costs incurred or related to the preparation, submission and selection process for the Proposal.

M. DEBARMENT

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

N. AWARD PROTEST

All Proposal protests must be in writing and filed with the Purchasing Agent within five (5) business days of the award action. The respondent must clearly state the reasons for the protest. If a respondent contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the respondent to the Purchasing Agent. The Purchasing Agent will provide the respondent with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee whose decision shall be final.

O. SCHEDULE

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III. The following is the solicitation schedule for this procurement:

Activity/Event	Anticipated Date
Written Question Deadline	June 18, 2014 by 10:00am
Proposal Due Date	June 23, 2014 by 10:00am
Interview Consultants	July 1 to July 3, 2014
Consultant Selection/Negotiate Final Professional Services Agreement (PSA)	July 8, 2014
Expected City Council Authorization of PSA	August 18 , 2014
PSA Execution, Award and Notice to Proceed	August 29 , 2014

The above schedule is for informational purposes only and is subject to change at the City's discretion. Proposals submitted shall further define an appropriate project schedule in accordance with the requirements of the proposed work plan. The final schedule will be negotiated based on the final scope of work and work plan agreed to by the City and the selected firm.

P. IRS FORM W-9

The selected Respondent will be required to provide the City of Ann Arbor an IRS form W-9.

Q. NON-DISCLOSURE AGREEMENT

The selected Respondent will be required to execute a Non-Disclosure Agreement

R. INDEPENDENT FEE DETERMINATION

1. By submission of a proposal, the Respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - a) They have arrived at the fees in the proposal independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other proposal Respondent or with any competitor.
 - b) Unless otherwise required by law, the fees which have been quoted in the proposal have not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to award directly or indirectly to any other prospective Respondent or to any competitor.
 - c) No attempt has been made or shall be made by the proposal Respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
 - d) Each person signing the proposal certifies that she or he is the person in the proposal Respondent's organization responsible within that organization for the decision as to the fees being offered in the proposal and has not participated (and will not participate) in any action contrary to 1.a), b), or c) above.
2. A proposal will not be considered for award if the sense of the statement required in the Fee Analysis portion of the proposal has been altered so as to delete or modify 1.a), c), or d) above. If 1.b) has been modified or deleted, the proposal will not be considered for award unless the Respondent furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

S. RESERVATION OF RIGHTS

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all Proposals or alternative Proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the City to be in the best interests of the City even though not the lowest bid.
3. The City reserves the right to request additional information from any or all Respondents.
4. The City reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The City reserves the right to select one or more respondents to perform services.

7. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted.
8. The City reserves the right to disqualify Proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within RFP.

SECTION II

BACKGROUND AND SCOPE OF WORK

BACKGROUND

1. Location and Setting

The project is located within the City of Ann Arbor, in Washtenaw County, Michigan. The City of Ann Arbor is located in eastern Washtenaw County and is bordered by Interstate Highway 94 (I-94), US Route 23 (US-23), and Michigan Route 14 (M-14) which are the major highways linking Ann Arbor to other Michigan cities.

The intersection of Dhu Varren Road, Green Road, and Nixon Road is currently a four-way stop-controlled intersection. In the project area, Nixon Road (running north and south) is a two-lane roadway with one travel lane in each direction. Dhu Varren Road and Green Road are offset from each other by approximately 90 ft, forming two T intersections with Nixon Road.

Dhu Varren Road is the west leg with a two-lane approach. Green Road is the east leg with a three-lane approach to the intersection. Green Road has separate left and right turning lanes at the intersection that transition easterly into a three-lane cross section with one travel lane in each direction and a center left turn lane.

In the project area, the majority of parcels are used for residential purposes. On the northeast and southeast quadrants of the intersection are attached residential condominiums. The northwest and southwest quadrants of the intersection are currently undeveloped, but have been recently optioned and are proposed for residential development. That development would necessitate the annexation of those westerly parcels by the City of Ann Arbor (presently within Ann Arbor Township) and rezoning of the parcels to residential use.

East of Nixon Road, shared use paths approximately eight feet wide run along the north and south sides of Green Road. They join a shared use path on the east side of Nixon Road in the project area. Dhu Varren Road has paved shoulders signed as bike paths on both sides.

West of Nixon Road, there are significant wetlands with associated woods on the north side of Dhu Varren as well as additional wooded wetlands on the south side. There is also a landmark bur oak near the northwest corner of the intersection.

The existing wetlands have been flagged and edges surveyed by the consulting engineer for one of the proposed development projects. These identified wetland edge lines will be furnished to the chosen Consultant for informational purposes. As of time of preparation of this Request For Proposals, those wetlands lines have not been reviewed and verified by the MDEQ, but will be deemed acceptable to provide guidance to the chosen Consultant for assessing the environmental impact of various conceptual alternatives proposed.

2. Prior Studies

There are several current and past planning and transportation documents that include the project area in their studies and recommendations.

This Project will require review of relevant elements from documents such as the City of Ann Arbor Master Plan: Land Use Element (2009), [the City of Ann Arbor Transportation Plan \(2009\)](#), The [2013 Non-motorized Transportation Plan Review](#) and the [Non-motorized Transportation Plan \(2007\)](#) contain elements related to the Project, as well as the City of Ann Arbor Capital Improvements Plan (2011).

On February 18, 2014 the Ann Arbor City Council resolved the adoption of a Green Streets Policy Statement consisting of stormwater guidelines for Public Street construction and reconstruction. All public street construction and reconstruction projects are to follow the following stormwater guidelines: [Green Streets Stormwater Guidelines](#)

The undeveloped land west of Nixon Road in the study area is planned to be rezoned and developed with approximately 400-500 residential units. These two parcels are in the process of planning efforts.

There is also a Traffic Impact Study prepared for the proposed Woodbury Club Apartments development (a proposed 235-300 unit project located approximately ¼ mile north of the intersection on the east side of Nixon Road) which identified capacity issues at this intersection. A copy of this report is available for review at the Project Management Services Unit office.

On October 9, 2013, the City held a public information meeting to gather information regarding this intersection. A discussion summary of that meeting as well as other background documents related to the intersection can be found on the City's [Capital Improvements Plan Project Ideas](#) page. Subsequent to that meeting, the City's Capital Improvement Plan was modified to include this intersection study as a project.

3. Traffic and GIS Data

There are also available AM and PM turning movement counts at the intersection, as well as 24 hr. counts at each approach to the intersection collected by the City in 2013. The information on baseline growth should be obtained by the chosen Consultant from the Washtenaw Area Transportation Study (WATS).

Projections of localized future traffic from new developments should be obtained from the Traffic Impact Studies prepared for each development respectively. If Traffic Impact Studies are not available yet, the City will provide anticipated traffic. Future traffic count projections must be agreed upon with the Project Management Services Unit of the City.

Existing data from the City's GIS system includes two foot contours, locations of City sanitary sewers, storm sewers, and water mains, 2012 aerial photography, parcel lines, etc. PLEASE NOTE THAT THIS INFORMATION WILL ONLY BE MADE AVAILABLE TO THE CHOSEN CONSULTANT AND THAT SIGNING A NON-DISCLOSURE AGREEMENT WILL BE REQUIRED. The Consultant shall verify accuracy of any such data provided. For the purpose of preparing a response to this RFP, City maps containing limited version of the data may be accessed at [Map Ann Arbor](#).

4. General Description of Services

The primary goals of this study are to evaluate alternative intersection configurations that will improve the operational efficiency of the Nixon/Dhu Varren/Green Road intersection, prepare conceptual engineering plans for the recommended alternative, and develop a planning level cost estimate.

It is anticipated that improving operational efficiency will likely involve aligning Dhu Varren Road to eliminate the offset T intersections. Since there are utilities within the right-of-way of Dhu Varren Road, the study must address abandoning or relocating of such utilities.

While the primary goal of the project is to improve the capacity/operational efficiency of the intersection, other important goals were identified. These goals include:

- Improving pedestrian, bicycle, and vehicular safety
- Creating a pedestrian-friendly environment
- Accommodation of bicycle traffic with the potential installation of bicycle lanes within the project limits
- Providing accessibility for the disabled in accordance with applicable ADA requirements
- Minimizing environmental impacts to wetlands and other natural features

All improvements shall be designed in accordance with the applicable City of Ann Arbor standards, AASHTO, MDOT, MDEQ, ADA, and any other relevant guidelines.

We are now seeking proposals from qualified, professional engineering consulting firms to perform the necessary tasks to complete an improvement study for the intersection, and to prepare conceptual engineering plans in sufficient detail to establish planning level costs and set the framework for the further detailed engineering design that will be needed prior to any construction of intersection improvements. **Since one of solutions might include a roundabout, a proficiency in roundabout design is required.**

In general, the following items (as further set forth in Study Details below) will need to be performed by the consulting firm and addressed in preparing the Work Plan and other items as required in accordance with Section III of this request:

- a. Review prior studies
- b. Review public comments/concerns per the October 9, 2013 meeting referenced above
- c. Analyze existing, baseline growth, and projected future (2035) traffic volumes
- d. Determine/verify both the horizontal and vertical location of all utilities to the extent necessary
- e. Prepare three (3) conceptual alternatives for intersection improvement as well as analyze impacts of a no-build scenario
- f. Prepare a construction cost estimate for each of the concepts
- g. Evaluate and rank each of the proposed concepts based on vehicular and non-motorized traffic Levels of Service, ROW impacts, traffic safety, construction cost, maintenance costs, environmental impacts, and other parameters deemed applicable.
- h. Attend and provide all needed drawings and other materials for a public community engagement meeting to present the ranked alternatives
- i. Taking into account feedback from the community engagement meeting, revise the recommended alternative as needed
- j. Complete such additional detail on the recommended alternative plan as needed to prepare final planning level cost estimates

Because of the potential developments already being formally or informally proposed to the City in the area of this intersection, the Respondent, when preparing the required Work Plan, should also propose the most expeditious time schedule deemed feasible to complete the tasks in a professional manner.

SCOPE OF WORK

The Consultant shall prepare and submit to the City of Ann Arbor, plan and profile sheets, at a horizontal scale of 1" = 20' and 1" = 2' vertically for all work, in accordance with City of Ann Arbor Public Services Department Standard Specifications. Other plans, intersection enlargement plans, typical sections, details, etc. shall be drawn at scales as approved by the City in order to properly complete the work of the study.

The following is a brief overview of the major or critical elements of the work:

1. Design Speed: 30 mph
2. Design Vehicle: WB-40 (unless otherwise directed)
3. Horizontal Alignment: The proposed horizontal alignment for each conceptual scenario shall follow the existing alignments as closely possible while accommodating the proposed changes as required by the project. The Consultant shall prepare each schematic horizontal alignment for City review and approval. The alignments shall not be prepared concurrently, but shall be developed in a sequential fashion, as needed, to allow for maximum "design development".
4. Vertical Alignment: Minimum longitudinal grade shall be 1.0%. A maximum longitudinal grade shall not be specified, but in all cases, the stopping sight distances required by AASHTO shall be provided. For each conceptual scenario, the Consultant shall prepare schematic vertical alignments for City review and approval. The alignments shall not be prepared concurrently, but shall be developed in a sequential fashion, as needed, to allow for maximum "design development".
5. Typical Cross-sections: The typical cross-sections shall follow the applicable City of Ann Arbor Standards and shall be drawn to scales as approved by the City. Cross-sections shall be produced as part of each conceptual alternative.
6. Drainage: Although detailed drainage plans are beyond the scope of this study, for each conceptual alternative, Consultant must propose a general methodology of handling stormwater runoff consistent with the City's Green Street Policy and as otherwise required by applicable MDEQ and City of Ann Arbor Codes and standards..
7. Wetlands Mitigation: Define the extent of wetland mitigation required for each of the three conceptual alternatives
8. General Design Guidelines: Incorporate the AASHTO Policy on Geometric Design of Streets (2001); AASHTO Guide for the Development of Bicycle Facilities (1999); ADA Accessibility Standards; City of Ann Arbor Code of

Ordinances; City of Ann Arbor Public Services Department Standard Specifications (current edition); MDOT Design Guide; and, the 2003 MDOT Standard Specifications for Construction.

9. Existing Utilities:

The location and condition of the existing utilities in the vicinity of the intersection shall be evaluated and recommendations for accommodating the proposed changes provided to the City. The Consultant shall prepare schematic utility plans corresponding to proposed changes to the intersection alignments for City review and approval. The utility plans shall not be prepared concurrently, but shall be developed in a sequential fashion, as needed, to allow for maximum “design development”. The scale of these plans shall be 1”=20.’

10. Natural Features
Protection and other
Miscellaneous Items:

The study shall address the relative impact of each conceptual alternative on the natural features of the area and address other items as required by the appropriate chapters of the City of Ann Arbor Code of Ordinances, and/or the appropriate City Departments.

SECTION III

MINIMUM INFORMATION REQUIRED

A. PROFESSIONAL QUALIFICATIONS - 20 points

1. State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include the state in which it is incorporated. If appropriate, indicate whether it is licensed to operate in the State of Michigan.
2. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify individuals who will do the work on this project by name and title. Resumes or qualifications are required for proposed project personnel who will be assigned to the project. Qualifications and capabilities of any subconsultants shall be included.
3. State history of firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

B. PAST INVOLVEMENT WITH SIMILAR PROJECTS - 30 points

The written proposal must include a list of specific experience in the project area and indicate proven ability in developing detailed designs and implementing similar projects for the firm and the individuals to be involved in the project. The proposal should also indicate the ability to have projects completed within the budgeted amounts. A summary of related projects with the original deadline and cost estimate versus the actual design completion date and final cost of the design is appropriate with this section. A complete list of client references must be provided for similar projects recently completed. It shall include the firms/agencies name, address, telephone number, project title, and contact person.

C. PROPOSED WORK PLAN - 30 points

A detailed work plan is to be presented which lists all tasks determined to be necessary to accomplish the work of the project. The work plan shall include, but not be limited to, the objectives/tasks listed in Section II of the RFP. The work plan shall define resources needed for each task (title and person hours) and staff persons completing the project element tasks. In addition, the work plan shall include a time line schedule depicting the sequence and duration of tasks showing how the work will be organized and executed.

The work plan shall be sufficiently detailed and clear to identify the progress milestones, i.e. when project elements, measures, and deliverables are to be completed. Additional project elements suggested by the proposer that are thought to be necessary for the completion of the project are to be included in the work plan and identified as proposer-suggested elements.

Identify all of those, if any, who will be subcontracted to assist you with this project, and the extent of work for which they will be responsible. Include similar reference data for subcontractors and employees as requested above for the main proposer.

Include any other information that you believe to be pertinent but not specifically asked for elsewhere.

D. FEE PROPOSAL - 20 points

Fee quotations shall be submitted in a separate sealed envelope with the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other details by which the overall and project element costs have been derived. The fee quotation is to relate in detail to each item of the proposed work plan, including the proposer-suggested project elements and proposer-suggested contingencies, if any. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

E. AUTHORIZED NEGOTIATOR

Include the name and phone number of person(s) in the organization authorized to negotiate the Professional Services Agreement with the City.

F. PROPOSAL EVALUATION

A selection committee composed of City staff will evaluate each proposal by the above described criteria and point system (A through C, based on 80 points) to select a short list of firms for further consideration. The City reserves the right to not consider any proposal which it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for further consideration. The City may contact references to verify material submitted by the Respondents.

Interviews with the selected firms will be scheduled if deemed necessary by the City. At the interviews, the selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan, and fee proposal. The interview must include the project team members expected to complete a majority of work on the project. The interview shall consist of a presentation of up to thirty (30) minutes by the Respondent, including the person who will be the project manager on this Contract, followed by up to forty-five (45) minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The oral interviews may be recorded on tape by the Evaluation Team.

The firms interviewed will then be re-evaluated by the above criteria (A through D), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by City Council, if suitable proposals are received.

The City reserves the right to not consider any proposal which is determined to be unresponsive and deficient in any of the information requested for evaluation. The City also reserves the right to waive the interview process and evaluate the consultants based on their proposals and fee schedules alone.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this Request for Proposal, a portion of the scope, or a revised scope.