

REQUEST FOR QUALIFICATIONS (RFP)

CITY COUNCIL CHAMBER AV SYSTEMS DESIGN

IN THE CITY OF COLLEGE PLACE, WA



CITY OF COLLEGE PLACE

Department of Community Development

625 South College Avenue

College Place, WA 99324

509-394-8524



BID TITLE: Architectural Design Services – Council Room Renovation & AV Design
REQUESTING DEPARTMENT: Community Development
RELEASE DATE: **August 11, 2021**
DUE DATE: **Wednesday, October 6th @ 5:00 p.m. PST**

Notice is hereby given that the Department of Community Development of the City of College Place will receive proposals for:

“Architectural Design Services – Council Room Renovation & AV Design”

Each proposal must be submitted in a sealed envelope and clearly marked by the RFP name.

The design consists of updating the audio, video, broadcasting equipment, AV lighting, architectural lighting, new dais, and general remodel for the City Council Chamber, preparing bid documents, construction specifications, cost estimates, and plans.

All proposers are required to attend a mandatory pre-proposal meeting to be held in the Council Chamber at City Hall on **September 8, 2021 at 2 PM**. The contact person for this project is Jon Rickard, Community Development Director, telephone number 509-394-8524.

A complete copy of this RFP and/or modifications to the RFP can be viewed on the City's website: http://www.cpwa.us/businesses/doing_business_with_the_city.php. It shall be the respondent's obligation to check for updated addenda from time to time. No separate notice of changes will be provided.

Please direct any inquiries regarding this RFP to Jon Rickard, at jrickard@cpwa.us by no later than **5:00 PM PST, Friday, September 17, 2021**.

Responses from the City of College Place will be posted on the City's website no later than **5:00 P.M. on Wednesday, September 22, 2021**.

Sealed proposals must be submitted to the City Clerk Department at 625 S College Avenue, College Place, WA 99324. Proposals will be received until **5:00 p.m. PST, Wednesday, October 6, 2021**.

Failure to identify the proposal on the envelope may result in disqualification of the proposal.

Proposals will not be opened at that time, but will be submitted to the Community Development Department for verification and compliance with specifications and subsequent recommendation to the City Council for award of a contract or rejection of the responses, as deemed appropriate. The City reserves the right to make no award. Proposals received after the deadline will be considered late. Such proposals may be returned unopened. Faxed or emailed proposals are not acceptable.

Dated: This 11th Day of August, 2021



INVITATION FOR PROPOSAL

The City of College Place, Community Development Department is seeking Statement of Qualifications (SOQs) from qualified individuals or firms to provide proposals for **Architectural Design Services – Council Room Renovation & AV Design** for the City of College Place. Proposer(s) must have the expertise, experience, and demonstrate resources available to perform the work described in the RFP. A copy of this RFP may be found on the City's website at the following location: http://www.cpwa.us/businesses/doing_business_with_the_city.php.

Should an award be made, the selected Consultant will enter into a professional services agreement with the City of College Place to provide these services. The City anticipates a contract start date around October 26, 2021.

RFP TIMELINE

RFP posted	August 11, 2021
Mandatory pre-proposal meeting	September 8, 2021
Deadline to submit written questions	September 17, 2021
Posting of responses to questions	September 22, 2021
Deadline to submit proposals	October 6, 2021 - 5 PM PST
Interviews (for selected firms if necessary)	TBD
Tentative award	October 26 th or November 9 th , 2021

CONTACT PERSON

Please direct any inquiries regarding this RFP to **Jon Rickard** at jrickard@cpwa.us. All questions regarding the content of the proposal should be submitted in writing to the listed email address and sent no later than the date and time listed in the RFP Timeline. Questions made via voicemail will not be responded to. Responses to questions will be posted to the City website.

General RFP Conditions

The following instructions and conditions apply to this RFP:

Pre-Contractual Expenses

The City of College Place shall not, in any event, be liable for any pre-contractual expenses incurred by any consultant. In addition, no consultant shall include any such expenses as part of the price proposed. Pre-contractual expenses are defined as expenses incurred by bidders in:

- Preparing a proposal in response to this RFP.
- Submitting that proposal to the City of College Place.
- Negotiating with the City of College Place any matter related to this RFP, proposal, and/or contractual agreement.



- Any other expenses incurred by the consultant prior to the date of an executed contract.

Authority to Withdraw RFP and/or Not Award Contract

The City of College Place reserves the right to withdraw this RFP at any time for any reason without prior notice. Further, the City makes no representations that any agreement will be awarded to any consultant responding to this RFP. The City expressly reserves the right to reject any and all proposals in response to this RFP without indicating any reasons for such rejection(s).

The release of this RFP does not obligate or compel the City to enter into a contract or agreement.

Authority to Revise RFP and Request Additional Information

The City reserves the rights to amend the RFP at any time, to determine the successful respondent(s), and to reject any or all Proposals or their components. Should it be necessary for the City to issue addendums to this RFP during the proposal period, the City will notify the known holders of this RFP and post addendums to the City website. Proposals shall acknowledge that the consultant is aware of all addendums which have been issued and has incorporated their provisions in their proposal by completing the Certification of Proposal Form.

The City reserves the right to request additional information or clarifications from consultants where it may serve the City's best interest.

Other Conditions

- **ADDITIONAL SERVICES.** The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm(s), the Scope of Work may be modified and refined during negotiations with the City. Any proposer that provides additional services can include those services in the proposal and list them as additional services.
- **AUTHORIZED SIGNATURES.** Every proposal must be signed by the person or persons legally authorized to bind the consultant to a contract for the execution of the work. Upon request of the City, any agent submitting a proposal on behalf of a consultant shall provide a current power of attorney certifying the agent's authority to bind the consultant.
- **AWARD OF PROPOSAL.** City reserves the right to negotiate final terms with the selected consultant, if any. Award may be made to the consultant offering the most advantageous proposal after consideration of all criteria. Should the selection criteria be requested, it shall be at the City's discretion if the criteria is released prior to the final selection being made.
- **COMPLIANCE WITH LAWS.** All proposals shall comply with current federal, state, and other laws relative thereto.
- **CONFLICT OF INTEREST.** By signing the Certification of Proposal, the consultant declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Qualifications, consultant declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
- **DISQUALIFICATION OF PROPOSER.** If there is reason to believe that collusion exists among the consultants, the City may refuse to consider proposals from participants in such



collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. Reasonable grounds for believing that any consultant is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which a consultant is interested. Consultants shall submit as part of their Proposal documents the completed Non-Collusion Affidavit.

- **EXAMINATION OF DOCUMENTS.** It is the responsibility of the consultant to carefully and thoroughly examine and be familiar with these RFP documents, general conditions, all forms, specifications, drawings, plans, and addendums (if any). Consultants shall satisfy themselves as to the character, quantity, and quality of work to be performed and materials, labor, supervision necessary to perform the work as specified by these documents. The failure or neglect of the consultant to examine documents shall in no way relieve the consultant from any obligations with respect to the solicitation for and subsequent contract that may be awarded. The submission of a proposal shall constitute an acknowledgment upon which the City may rely that the consultant has thoroughly examined and is familiar with the RFP documents. The failure or neglect of a consultant to receive or examine any of the documents shall in no way relieve the consultant from any obligations with respect to the proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.
- **INTERPRETATION OF RFP DOCUMENTS.** City reserves the right to make corrections or clarifications of the information provided in this RFP. If any person is in doubt as to the true meaning of any part of this RFP documents, or finds discrepancies or omissions in the document, the person may submit to the City a written request for an interpretation or correction. Oral statement(s), interpretations or clarifications concerning meaning or intent of the contents of this RFP by any person are unauthorized and invalid. Modifications to the RFP, including, but not limited to the scope of work, can be made only by written addendum issued by the City. Proposers shall submit all questions in writing to the contact listed in the announcement. Proposers may not contact any other staff members with questions. The requesting party is responsible for prompt delivery of any requests. When the City considers interpretations necessary, interpretations will be in the form of an addendum to the RFP documents, and when issued, will be sent as promptly as is practical to all parties recorded by the City as having received RFP documents. All such addenda shall become a part of the RFP document. It is the responsibility of each consultant to ensure the City has their correct business name, mailing address and e-mail address on file. Any prospective consultants who obtained a set of RFP documents are responsible for advising the City that they have a set of RFP documents and wish to receive subsequent Addendums by contacting the City contact person listed in this RFP.
- **IRREGULARITIES.** City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the City Administrator.
- **NON-DISCRIMINATION.** Consultant represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related condition, political affiliation or opinion, age or medical condition.
- **NON-EXCLUSIVE.** Should the City make an award, the successful consultant will enter into a NON-EXCLUSIVE professional services agreement and the City reserves the right to enter into agreements with other firms.
- **OFFERS OF MORE THAN ONE PRICE.** Consultants are NOT allowed to submit more than one cost proposal.
- **OWNERSHIP.** All data, documents and other products used or developed during the RFP process become the property of the City upon submission. All bid proposals and



documents submitted in response to this RFP shall become the property of the City and a matter of public record. Proposals should not be marked as confidential or proprietary, and City may refuse to consider a proposal so marked. All Information contained within the proposals will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within its bid proposal that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

- **PROFESSIONAL SERVICES AGREEMENT.** Prior to awarding any work, the selected Consultant will be required to execute a professional services agreement (sample attached) with the City. Any proposed change to the agreement shall be identified in the response to the Request for Qualifications (RFP) and shall be subject to the sole approval of the City. The City requires the Consultant to obtain and maintain a policy of professional liability and other insurance as indicated in the agreement.
- **NO PUBLIC BID PROPOSAL OPENING/PUBLIC RECORDS ACT.** Bid proposals shall be opened and its contents secured by City staff to prevent disclosure during the evaluative process and the process of negotiating with competing consultants. Adequate precautions shall be taken to treat each consultant fairly and to insure that information gleaned from competing proposals is not disclosed to other Consultants. Prices and other information concerning the proposals shall not be disclosed until a recommendation for award is made to the awarding authority.
- **PUBLIC RECORD.** All proposals submitted in response to this RFP will become the property of the City upon submittal and a matter of public record pursuant to applicable law.
- **REPRESENTATIONS.** Consultant understands and acknowledges that the representations made in their submitted proposal are material and important, and will be relied on by the City in evaluation of the proposal. Consultant misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the proposal.
- **SEVERABILITY.** If any provisions or portion of any provision, of this Request for Qualifications are held invalid, illegal or unenforceable, they shall be severed from the Request for Qualifications and the remaining provisions shall be valid and enforceable.
- **SUBCONTRACTOR INFORMATION.** If the proposal includes the use of sub consultants, consultant must identify specific sub consultants and the specific requirements of this RFP for which each proposed sub consultant would perform services. All sub consultant for work services must follow all required provisions of the prime contract.
- **VALIDITY.** Proposal must be valid for a period of 90 days from the due date.
- **WITHDRAWAL OF PROPOSAL.** Consultants' authorized representative may withdraw Proposals only by written request received by this RFP contact personal before the Proposal Submittal Deadline.
- **BUSINESS LICENSE.** The selected firm(s) must obtain a City of College Place Business license and maintain a current certificate of insurance with the City for the duration of the Professional Service Agreement.

Scope of Work



City Location and Characteristics

The City of College Place is located within southeastern Washington in Walla Walla County, adjacent to the City of Walla Walla, commonly referred to as the “Walla Walla Valley” area. The city limits for College Place encompass a relatively small land area, approximately 2.66 square miles and a 2021 population estimated at 9,675. College Place is home to Walla Walla University, a Seventh-day Adventist based school, a highly desirable public school system, three beautiful parks, quiet, safe neighborhoods, and offers a multitude of retail shopping opportunities which include the Valley’s only Home Depot and Walmart.

Project Goals

The City of College Place is seeking to retain a qualified professional Architectural firm to provide Architectural services to prepare plans and specifications for the renovation and remodel of certain portions of City Hall. Project goals include creating additional office and conference room space from no longer used jail cells and sally port; renovate the City Hall lobby to include energy efficient LED architectural lighting, front desk countertops, painting, architectural features and audio visual (AV) upgrades associated with the Council Room AV replacement; renovate the Council room to include energy efficient LED architectural and AV lighting, design of a dais for a seven member council, mayor, city administrator, city attorney, city clerk, and presenter podium, and integrate a new AV system and broadcasting equipment.

The objective of the AV system is that it will be an integrated system capable of handling hybrid meetings where not all of the active participants (council & staff) are attending the meeting in person, but remotely via Zoom, while simultaneously capturing the audio and video of all participants, and broadcasting to YouTube live with closed captioning. The AV presentation system upgrades include local presentation monitors (monitors integrated into the dais for uninterrupted view) and desktop computers at each dais seat/podium, large AV presentation monitors mounted to the wall(s) or ceiling for both Council and audience viewing, an AV Control system with Touch Screen Control, an AV matrix switcher, PC source connection points, wireless PC connection points and a formatted AV output to the TV Production System. The TV Production System upgrades include cameras, video switcher, recording systems and distribution equipment for local monitoring and viewing as well as web streaming. Camera system should be automated, switching from one speaker to the next without clerk assistance. Microphone and recording system will be a fully digital system with voting keys at dais seats where appropriate.

Cost analysis and schedule planning: Provide and/or participate in all aspects of project cost estimating and schedule planning, including construction estimating, value engineering, critical path and special scheduling.

Design services for furniture, fixtures and equipment: Provide all services required to properly plan, design, specify and coordinate furniture, fixtures, special finishes and equipment.

Construction contract administration: Provide construction administration services, including field observations, submittal review, testing and inspection bid document preparation, requisition and procurement of specialized pricing and consideration/negotiation of changes, and project contract completion, including punch list, warranty review, preparation of record drawings and closeout.

Building Commissioning: Participation in development of building commissioning documents and procedures; specification of commissioning procedures, and participation in commissioning program.



The budgeted construction cost for Phase 1 – Council Renovation and AV System is \$300,000.

The budgeted construction cost for Phase 2 – Jail Cell Conversion to Office Space – Not Budgeted.

Proposed Scope of Services

The Consultant's services shall include, but are not limited to, the following:

A. Preliminary Design

1. Conduct a field survey in order to confirm the accuracy of any existing equipment list.
2. Conduct needs assessment with city staff.
3. Prepare complete plans and specifications based on the Manuals/Standards for the equipment.
4. Prepare quantity calculations for items that are applicable to this project, and prepare cost estimates. The Consultant shall contact manufacturers and/or contractors to verify the engineer's estimate prior to submitting to the City.
5. Design shall include a plan sheet(s) showing the location of the equipment and any preparation needed such as: demolition, painting, replacing wires, changing files ...
6. Attend around three meetings with the City staff as needed.
7. Coordinate plan check, design topics, permits and any other issues with the City, other Agencies, and all utility companies as required. The Consultant shall be the liaison with affected agencies.

B. Construction Bidding Phase

8. Respond to bidder inquiries during the bidding process, including preparation of any addenda. Upon award of the construction contract, the Consultant shall attend the pre-construction meeting.
9. Review and approve all submittals and shop plan drawings required supporting the construction contract. The Consultant shall complete shop reviews within one (1) week of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.
10. Respond to written Requests for Information (RFI) to provide clarification or resolve discrepancies in the contract documents. Responses shall be completed within three (3) working days.
11. Review and approve addenda and clarifications to plans and specifications.
12. Prepare and deliver to the City the final as-built plans incorporating field marked prints supplied by the City. Upon completion of construction, the City will submit field-marked prints to Consultant. Consultant shall incorporate all changes to the plans electronically with all necessary revision notations and submit to the City.

C. Construction Management



13. Provide and maintain contract administration and project inspection. Establish and implement coordination and communication procedures among all project participants.
14. Consultant shall be responsible for inspection services for the City. All inspectors shall have experience in this type of projects. All certifications shall be submitted as part of the proposal.
15. Consultant shall maintain daily job reports and maintain logs of submittals, RFIs, and other activities.
16. Document management (i.e. shop drawings, change orders, monthly reports, progress payments, memos, meeting minutes, etc.)
17. A final comprehensive project documentation report will be submitted electronically and hard copy format to the City at project completion with all pertinent information included. Photographs of the construction project will be recorded on electronic media and submitted to the City upon project completion.

Description of Required Services

- All preliminary and bid sets of plans shall be developed using the AutoCAD program.
- All original plan sheets, the title sheet of the specifications, calculations, and reports shall be signed and stamped by the Consultant's licensed professional engineer in responsible-charge of the project. These signed originals will then become the property of the City.
- The Consultant has total responsibility for the accuracy and completeness of the plans and related designs, specifications and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the City for conformity with the requirements of the Agreement. Reviews by the City do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of Consultant.
- The plans, specifications, estimates, calculations, and other documents furnished under the Agreement shall be of a quality acceptable to the City and State. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that of similar types produced by the State. The Consultant shall modify its work as necessary to meet the level of acceptability defined by the criteria above.
- The Consultant shall have a quality control plan in effect during the entire time work is being performed under the Agreement. The Quality control plan shall establish a process whereby plans are independently checked, corrected and back checked, and all job related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.
- Electronic files for all construction details and calculations shall be submitted at the end of the contract or when requested by the City.
- All electronic software developed, databases generated, spreadsheets and intellectual properties developed during the life of the Agreement shall become the property of the City.
- Consultant shall carry out the instructions received from the City and shall cooperate with the



City and other involved agencies.

- Consultant or its sub consultants shall not incorporate in the design any materials or equipment of single or sole source origin without written approval of the City.
- Once plans have been updated, a signed set of as-built mylars shall be submitted to the City with an electronic copy (in AutoCAD and pdf formats) of the final as-built drawings via CD or e-mail.
- Coordination with the City, other consultants and other involved agencies will be required to achieve compatible designs, phasing of construction with existing or designed conditions, and timely delivery of the contract PS&E.

Construction Plans

- 60% Detail Plans, Specifications, and Estimate (Unchecked Details)

Unchecked plan details shall consist of 60% design and detailed plans ready for the independent design check.

PDF & Three sets (3) full size (22"x34") of design plans. The following submittals may be submitted electronically (PDF): conceptual plans, preliminary quantities and estimates, pay item list, and design calculations.

- 100% Detail Plans, Specifications, and Estimate

The Consultant shall submit the following documents for review and approval: PDF & Three sets (3) full size (22"x34") signed and sealed prints of checked design Electronic copies of Special Provisions

Electronic copies of cost estimate and check quantity calculations

Electronic copies of design calculations

Electronic copies of design check calculations

Other reports as needed by the City of College Place

The City will review and comment on the detail Plans, Specifications, and Estimate package as soon as possible. The turnaround goal is within four (4) weeks of receipt of the complete detail Plans, Specifications, and Estimate package. One (1) copy of those documents with comments will be returned to the Consultant.

Final Detail Plans, Specifications, and Estimate

The Consultant shall submit the following documents for review and approval:

Electronic sets of signed final design plans

Electronic copies of signed final specifications

Electronic copies of final cost estimate and final quantity calculations Electronic copies of final design calculations



Electronic files in its original format and in PDF of all plans, specifications, and estimates

Manuals/Standards

- Where applicable, engineering design of all project improvements shall be compatible and in accordance with the following as applicable:
- Plans shall be computer drafted in AutoCAD
- The Consultant's work will be subject to inspections by representatives of the City and State.

Proposal Submittal Instructions

Proposal Format

Proposals must be submitted in a sealed envelope or box bearing the name of the consultant, clearly marked, and submitted only to the following address:

City Council Chamber AV Systems Design
City of College Place
City Clerk Office
Attn: Lisa Neissl
625 S College Ave
College Place WA, 99324

Hard Copy Proposals

Proposers shall submit **one original** and **four copies** of the proposal for a total of five bound documents and **digital copy** in a USB drive.

If discrepancies are found between the copies, or between the original and copy or copies, the "ORIGINAL" will provide the basis for resolving such discrepancies. If one document is not clearly marked "ORIGINAL", the City reserves the right to use any copy of the proposals as the Original.

All proposals shall be submitted on standard 8.5" by 11" paper and printed double-sided. Exhibits may be 11" by 17" paper as needed. Proposers should minimize the use of plastic film/ dividers and other materials that cannot be recycled.

All pages should be numbered and identified sequentially by section. Proposals shall be no more than 15 total pages (double-sided pieces of paper) inclusive of the cover letter and all required forms.

Proposal Content

Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear



description of the proposal. Proposals should include the sections as described in greater detail below. Do NOT include marketing brochures or other promotional material not connected with this RFP.

Cover Letter

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned proposal is grounds for rejection. The cover letter should include an introduction of the firm, summary statement of professional qualifications, and statement of understanding of the scope of work.

Firm Profile

Proposers should provide a brief profile of the prime consultant and any sub-consultants. Information should include, but is not limited to the following information:

- Official name and address.
- Name, address, and telephone number of the consultant's primary point of contact.
- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
- Federal Employer I.D. Number.
- Address, telephone numbers and fax numbers of each of the proposing firm's locations.
- Indication whether firm is totally or partially owned by another business organization (parent company) or individual.
- Number of years consultant has been in business under the present business name.
- Number of years of experience the consultant has had in providing required, equivalent, or related services.
- Any failures or refusals to complete a contract, and explanation.

Project Understanding and Approach to Scope of Work

Proposers should include in this section a statement of project understanding, organizational chart, approach to work program and summary of deliverables, described in greater detail below.

Statement of Project Understanding

Consultant must include in this section its understanding of the project and understanding of the Scope of Services noted herein. Consultant should be able to articulate a thorough understanding of the State, County and Local requirements, and other industry standards applicable to the project or services to be provided.

Organizational Chart



Consultant shall include an organizational chart that reflects key staff and roles/responsibilities of each individual assigned to provide services under this Proposal. Any roles or topics in which the proposer anticipates utilizing the expertise of subcontractors should be clearly identified.

Approach to Work Program (Required and Optional Tasks)

The City is seeking an effective, efficient and creative approach to preparing work products and meeting the City's goals and timelines. In this section, proposers should include their recommended approach to providing the requested professional services and tasks noted in the Scope of Services in the RFP. The approach to the work plan shall be of such detail to demonstrate the proposer's ability to accomplish project objectives. This section should also include proposed approaches and techniques to engagement of community and stakeholders in the process of developing projects.

The proposer's approach should provide detail on both the required and optional tasks identified in the scope of work, as well as any additional tasks or services performed by the proposer.

Additional services: Consultant shall provide the City with any additional services that the firm can provide.

Roles and Responsibilities for City Staff

Proposer should summarize any services NOT provided by their firm that are listed in the Scope of Work. Consultant shall also list any resources, City assistance or other items expected to be provided by City, "Work to be Performed or Provided by the City". Consultant may additionally itemize those services which are further beneficial but are not noted in the aforementioned paragraphs as requirements. Consultant will title this section as Additional Services.

Project Management Plan

Key to a creative, effective, and efficient delivery of projects is close coordination and communication between the City, community, and the selected consultant. In this section, proposers should provide information on scheduling, and describe the firm or project manager's approach to communications and quality assurance/quality control.

Communications Approach

Proposers should describe their recommended or preferred approach to project communications between the City and Consultant Team. This should include detail on the frequency of project check-ins, progress updates, and meeting locations (i.e. phone, email, in-person). Communications protocols for coordinating with other City departments, agencies, and the community can be established during individual project kick-offs.

Quality Assurance/Quality Control Approach

Describe the firm's QA/QC processes that will be adhered to during the term of the agreement. Describe the Consultant's method of ensuring that the assigned personnel's quality of work is high.

Experience and Qualifications

Proposers should include in this section a summary of relevant projects, contact information for references, and information about the experience, qualifications, and availability of key personnel, described in greater detail below.

Summary of Relevant Projects



Proposers should highlight representative projects that are similar in scope to the services requested to demonstrate the firm's depth of experience and familiarity with similar projects. For each project, please include the following information, at a minimum:

- Year started and completed (if relevant)
- Contracting Agency + Department
- Project Description
- Key Personnel Assigned
- Contract Value

References

Consultant must provide at least three (3) references for which consultant has provided services similar in scope as set forth in the RFP within the last five (5) years. Reference information should include:

- Name of agency
- Name of agency project manager
- Email address and telephone number of contact person
- Description of project or services provided

Experience and Qualifications of Key Personnel

The consultant shall provide resumes indicating the experience and qualifications for the key personnel identified in the organization chart. Consultant shall also include the number and type of additional support personnel who will be providing services. At a minimum, the resume for each team member should include:

- Name
- Position and Role for This Project
- Degrees and Certifications
- Professional Memberships/Registrations
- Summary of Experience
- Work on Representative Project Similar in Scope

If sub-consultants are to be used as part of this proposal, a resume of the sub-consultant and relevant experience is to be included in the same format.

Assignment of Key Personnel

It is the City's preference to have the key personnel identified in the Organizational Chart remain with the individual project during its duration. In this section, please indicate the availability of key personnel to pursue completion of projects.

After contract execution the Consultant should not substitute key personnel (project manager



and others listed by name in the proposal) or sub-consultants without prior written approval from the local agency. The consultant must request and justify the need for the substitution and obtain approval from the agency prior to use of a different sub-consultant on the contract. The proposed substituted person must be as qualified as the original, and at the same or lower cost for engineering types of consultant contracts, the Consultant's project manager shall have all the necessary credentials to qualify him/her as a project manager for this project.

In the event there are proposed changes in key personnel, including sub-consultants, during the term of the agreement that are outside of the consulting firm's control, the consultant shall prepare a transition plan that is presented to the City's project manager for review.

Proposal Evaluation and Selection

Proposal Review Process

The City will evaluate all proposals received in accordance with the evaluation criteria. The City may make award(s) in the best interests of the City after all factors are considered, including, but not limited to, the demonstrated competence, experience and professional qualifications of the Proposer. Evaluation scores will not be released until after award of proposal, if one is made.

Following the review of RFPs by the City's team, the City may invite short-listed consultants to be interviewed by a panel of City staff, which may include non-city personnel at the City's discretion. Discussions may, at the City's option, be conducted with the most qualified Proposers. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the City will not disclose information derived from proposals submitted by competing Proposers.

The City will verify references of short-listed consultants, which may include persons not listed as references, and this will help inform the City's decisions. The City will select a consultant to negotiate for the performance of work. In negotiating the contract, the City may request modifications to the proposed scope or to the technical team or other elements of the proposal. If negotiations fail, the City will commence negotiations with the next qualified candidate. Work will promptly commence following contract award and satisfaction of contract requirements.

Evaluation Criteria

Evaluation criteria will typically include RFP understanding, demonstrated expertise, relevant experience, availability of the firm's team, and other factors. Task orders resulting from this contract will be negotiated and executed between the City and the selected firm.

Proposals will be evaluated on the basis of their response to all provisions of this RFP. The City of College Place will use the following criteria in its evaluation of proposals, interviews with selected consultants, or verification of references. The categories will be weighted approximately as follows.

Proposals will be evaluated by a committee made up of city staff and representatives. Proposals will be evaluated on understanding of project (15%), approach/response to challenges (25%), personnel assigned (25%), qualifications/experience on similar projects /evaluation of references (25%), quality of proposal (10%). Proposals to address project challenges will be reviewed for their feasibility, cost-effectiveness, longevity, and the submitting firm's record of successfully managing



similar projects within schedule and within budget.

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely-scored consultants. The City will enter into contract negotiations with the selected consultant determined to be best qualified. If negotiations cannot be successfully concluded, the next top ranked or scored firm will be considered and negotiations will be continued with that firm. Upon successful completion of negotiations, the staff will recommend that the contract be approved and awarded by the City Council at a regularly scheduled City Council meeting. Work performed under the contract will be on a time and material basis with a negotiated not-to-exceed amount. A number of state equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project. Minority- and women-owned firms are encouraged to submit proposals.