



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

April 8, 2024
REQUEST FOR PROPOSAL
RFP 2024P019

Provide Professional Geotechnical and Environmental Engineering

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference:	N/A
Site Visit:	N/A
Questions Due:	12:00 P.M. Local Time, April 18, 2024
Proposals Due:	12:00 P.M. Local Time, April 30, 2024

ONE SIGNED ORIGINAL, single sided, unbound, of your proposal, as well as five complete copies must be submitted. In addition to the copy, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the RFP number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Chris Hunter
Deputy Purchasing Director

Provide Geotech and Environment Term Contracts

RFP 2024P019

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA), Project Management & Engineering Department (PM&E) is soliciting proposals from qualified firms to provide professional geotechnical and environmental engineering services in support of public works capital improvements projects. Work under this contract will be authorized by individual task orders on an as-needed basis.

Services will vary in scope and technical nature although it is expected that they will consist primarily of geotechnical site investigations conducted to ascertain subsurface soil and groundwater conditions conducted early in the design process. The scope of a geotechnical site investigation may be limited to providing data obtained from field explorations and laboratory testing with generalized opinions as to the effects of the subsurface conditions on the proposed improvement project or the scope may extend to providing recommended geotechnical design and engineering parameters to be used in designing the improvement project. It is expected that the need for environmental services will be triggered by either knowing or suspecting that an underground storage tank (UST), petroleum products, or other hazardous substances are present in the soil or groundwater at the site or by the discovery of an UST, petroleum products, or other hazardous substances during field explorations or during construction.

Only one Contract will be awarded under this Request for Proposal (RFP) to the highest ranked firm. The Contract will be awarded for two (2) years (base period) and may be extended for four (4) additional one-year periods (option period) upon mutual consent of the parties. The amount to be expended for this Contract could be up to, but **will not exceed, \$1,500,000 for the base period and \$750,000 for each option period.** Total contract value will not exceed \$4,500,000 if all options are exercised.

1.2 Background

PM&E designs and builds public works projects that provide a safe, convenient, and efficient transportation network throughout the MOA. Projects include sidewalks, transit facilities, roads, trails, and drainage. To complement and augment capabilities that are otherwise unavailable to the department, PM&E is soliciting this proposal for professional geotechnical and environmental services.

1.3 Questions

Questions regarding this RFP shall be submitted in writing to:

wwpur@muni.org

For ease of identification please include the RFP number and title in the subject line on any correspondence.

Purchasing Office hours of operation are 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

1.4 Preparation Costs

The MOA will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within forty-five (45) calendar days, although all offers must be complete and irrevocable for ninety (90) calendar days following the submission date.

2.3 Confidentiality

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing Proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become

public information except for properly identified proprietary information. If a Proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked, and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. The MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following provisions of Anchorage Municipal Code Chapter 3.90 - Access to Public Records:

AMC 3.90.010 - Policy

AMC 3.90.020 - Definitions

AMC 3.90.030 - Information Available to the Public

AMC 3.90.040 - Exemptions for Particular Records

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on:

- 1) Conformance to the RFP instructions.
- 2) Responsiveness to the RFP requirements.
- 3) Overall completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. A proposal shall be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Paragraph 4.3.5) will meet this requirement. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature. **FAILURE TO PROVIDE SIGNATURE WILL BE GROUNDS FOR PROPOSAL REJECTION.**

2.6 Proposal Submission Requirements

- 2.6.1 Provide ONE ORIGINAL, single sided unbound, plus five (5) complete copies of the proposal. They must be received by the MOA prior to the date

and time specified in the RFP cover letter. Copies may be bound or enclosed in folders/binders.

- 2.6.2 In addition to the copies required by paragraph 2.6.1 above, provide a CD or flash drive containing a PDF copy of the complete proposal, including attachments.
- 2.6.3 All copies of the proposals are to be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the RFP Number and RFP Title prominently displayed on the outside of the package.
- 2.6.4 Proposals must be delivered or mailed to:

Municipality of Anchorage
Purchasing Department
632 W. 6th Avenue, Suite 520
Anchorage, AK 99501

Note that the date/time received in the Purchasing Office governs receipt rather than the date/time retrieved from the post office box or the date/time received in the MOA mail room. There could be a delay, so plan accordingly, as late receipts will be rejected per paragraph 2.11 Late Submissions.

2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become the property of the MOA. One copy shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the MOA.

2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed

or withdrawn after the time designated for receipt, except for modifications requested by the MOA after the submission date, except for modifications requested by the MOA following oral presentations, if conducted. Oral presentations will be conducted only if determined necessary by the MOA.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD. THE PROPOSALS MUST BE RECEIVED AT THE LOCATION SPECIFIED. THE DATE/TIME STAMP IN THE PURCHASING OFFICE IS THE TIME RECEIVED AND GOVERNS.

2.12 Rejection of Proposals

The MOA reserves the right to reject any or all proposals if determined to be in the best interest of the MOA.

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The Contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.15 Insurance

The Contractor shall maintain in good standing the insurance described in the Sample Contract (Attachment A). Before rendering any services under this contract, the Contractor shall furnish PM&E with proof of insurance in accordance with the contract requirements on a form acceptable to the MOA.

3.0 SCOPE OF WORK

3.1 Task Requirements

The selected Consultant (Contractor) shall provide professional geotechnical and environmental engineering and analysis services for the MOA on an as-needed basis over the specified Contract period. Tasks will vary in size and scope, are technical in nature, and generally require the services of professional engineers

and geoscientists. Unless otherwise specified, services shall be performed in general conformance with the 2024 edition of the Annual Book of ASTM Standards published by ASTM International, the 2024 edition of Standard Specifications for Transportation Materials and Methods of Sampling and Testing published by AASHTO, or in accordance with the rules, regulations, and requirements promulgated by the Alaska Department of Environmental Conservation (DEC), the U.S. Environmental Protection Agency (EPA), or other governmental agency having jurisdiction.

Anticipated scope of work shall include, but not be limited to, investigating and evaluating the physical geological, soil, and groundwater conditions for the design of capital improvement projects, investigating and evaluating for the presence of potentially the physical geological, soil, and groundwater as well as determining corrosion potential and assessment of hazardous substances of various soils environments. More specifically, services may consist of:

- Completing geotechnical site explorations and investigations. General site investigation program guidelines shall be in substantial conformance with ASTM D420. Soils shall be classified using the Unified Soil Classification System (USCS) per ASTM D2487 / AASHTO M 145. Identifying and describing soils shall be per ASTM D2488 / AASHTO M 145. Alterations to ASTM or AASHTO standards are permissible, provided any such modifications were established and incorporated into the Consultant's normal business practices prior to the date of this RFP, those modifications are consistent with practices within the local geotechnical engineering community in effect at the time of the work, and the modifications are identified within the report.
- Performing standard laboratory testing to ascertain index and strength properties of soils, including but not limited to the following:
 - Water (moisture) content of soil and rock per ASTM D2216 / AASHTO T 255
 - Particle-size distribution of soils using sieve analysis (3" to U.S. No. 200 sieve) per ASTM D6913 / AASHTO T 88
 - Materials finer than 75- μ m (U.S. No. 200) sieve in mineral aggregates by washing per ASTM C117 / AASHTO T 11
 - Particle-size distribution of fine-grained soils using sedimentation analysis (hydrometer) defined to 0.02mm per ASTM D7928
 - Liquid limit, plastic limit, and plasticity index of soils per ASTM D4318 / AASHTO T 89 & T 90
- One-dimensional consolidation properties of soils per ASTM D2435
- Performing geotechnical analyses and develop engineering and design recommendations for earthwork; including reuse of onsite materials, construction dewatering, ground improvement and slope stabilization; shallow and deep foundations; retaining walls; pavement structural sections; and surface and subsurface drainage for PM&E projects.

- Performing environmental assessments at sites where the presence of petroleum products or other hazardous substances in the soil or groundwater that may affect public health, safety, or the environment are discovered, suspected, or known to exist. Services must be performed in accordance with ADEC and EPA requirements.
- Acting as a liaison with DEC responding to the presence of petroleum products or other hazardous substances discovered or encountered during intrusive activities into the subsurface site investigations or construction activities.
- Performing risk assessments.
- Developing site characterization, remediation, and clean-up plans.
- Monitoring underground storage tank removals, hazard abatement work, spill clean-up, and site remediation activities, including field screening, confirmation sampling, and reporting.
- Assisting the MOA with reviewing documents of a technical nature that incorporate concepts related to geotechnical engineering principles, including reports, designs, plans, and specifications.

3.2 Additional Provisions

- 3.2.1 Traffic Control – Creation of a safe working space and the control of traffic during site exploration and field sampling activities is the responsibility of the Consultant. A Traffic Control Plan (TCP) is required if the field work entails closing a travel lane and/or diverting traffic. All safety related precautionary measures such as, but not limited to, warning cones, barricades, flashing signboards, and flaggers, shall be included in the price of the field exploration program. Detours and safety devices shall be in accordance with U.S. Department of Transportation “Uniform Traffic Control Devices” manual.
- 3.2.2 Permits – The Consultant is responsible for obtaining any and all permits that may be required to complete the work.
- 3.2.3 Subsurface Explorations – The primary mode of subsurface explorations will be drilling borings using hollow-stem augers and split-spoon sampling, although other exploration and sampling methods may be employed depending on site conditions and project needs. Each boring will be completely backfilled, and the site returned to its original state, as reasonably practical upon completion of sampling activities unless the boring is to be completed as a groundwater monitoring well or a piezometer

is installed. Borings located within paved areas shall be patched with an approved cold mix asphalt concrete.

3.2.4 Monitoring Wells – Groundwater monitoring well construction and development shall be in accordance with the procedures outlined in the DEC document titled “Monitoring Well Guidance”, dated September 2013.

3.2.5 Underground Storage Tanks – All underground storage tank environmental assessments shall be conducted in accordance with the State of Alaska, DEC, “Underground Storage Tanks,” Regulation 18 AAC 78.

3.2.6 Environmental Sampling and Testing – All environmental sampling, testing, and chemical analyses procedures shall be completed in accordance with the following EPA and DEC documents and standards:

- EPA 600/4-79-020 Methods for Chemical Analysis of Water and Wastes, 1983.
- 40 CFR Part 136, Guidelines Establishing Test Procedures for the Analysis of Pollutants Under the Clean Water Act, 1984.
- EPA SW-846 Test Methods for Evaluating Solid Waste, Physical/Chemical Methods, 2014.
- DEC Underground Storage Tanks Procedures Manual, March 22, 2017.
- DEC, Site Characterization Work Plan and Reporting Guidance for Investigation of Contaminated Sites, March 7, 2017.
- DEC, Underground Storage Tank Procedures Manual, March 22, 2017.
- DEC, Procedures for Calculating Cleanup Levels, February 1, 2018.
- DEC, Procedures for Calculating Cumulative Risk, February 1, 2018
- DEC, Risk Assessment Procedures Manual, February 1, 2018.
- DEC, Field Sampling Guidance (for Contaminated Sites and Leaking Underground Storage Tank Sites), January 21, 2022.
- Analytical chemistry testing of soil and water samples shall be in accordance with most recent edition of Laboratory Test Standard Methods, (for the examination of water and wastewater) Public Health Association, American Water Works Association, and Water Pollution Control Federation (unless otherwise stipulated). Practical Quantitation Limits shall be interpreted as the industry standard for data deliverables:

Parameter	Method
Sulfate (SO4)	300.0
Nitrate-Nitrogen (NO3)	300.0
Ammonia-Nitrogen (NH3)	350.3
Chloride (Cl)	M325.2
Bicarbonate (HCO3)	310.1
Carbonate (CO3)	310.1

Fluoride (Fl)	340.0
Calcium (Ca)	6010
Magnesium (Mg)	6010
Potassium (K)	6010
Sodium (Na)	6010
Gas chromatography for halogenated volatile organics	8260 (full)
Gas chromatography for aromatic volatile organics	8021A
Gas chromatography for organochlorine pesticides and PCBs	8081A/8082
Gas chromatography/mass spectrometry for volatile organics	8260B
Gas chromatography/ mass spectrometry for semi-volatile organics	8270D
Determination of gasoline range organics and BETX	AK 101 / 8021
Determination of diesel range organics	AK 102 / AK 103
Determination of residual range organics in soil	AK 103 / AK 102

3.2.7 Reporting – For each task, the Consultant shall submit a written report describing services performed and articulating the results, findings, conclusions, and opinions arising from those services.

- Reports will generally be classified as either a Data Report (DR) or an Engineering Report (ER). The primary difference between the two is that an ER will contain design-level recommendations and will need to be stamped by a professional engineer licensed to practice in the State of Alaska. Normally, reports should include the following information:

Introduction

Existing Conditions

Project Understanding

Scope of Services

Site Description

Surface Features and conditions

Description of surrounding or nearby properties

Topographic Information

Geologic Setting

Historic Geotechnical Information

Field Investigation Program

Exploration Locations and Methods

Sampling Protocols

Laboratory Testing Program

Description of Subsurface Soil and Groundwater Conditions

Describe each stratum encountered in sequential order.

Describe and classify the soil that comprises each stratum, in accordance with the USCS.

Classify the soil for frost susceptibility per MOA Design Criteria Manual.

Identify depth to apparent groundwater when first encountered and at end of drilling. Include observations of seepage and qualitatively estimates rates of infiltration or seepage.

Record presence of seasonal and/or permanent frost, as well as any ice encountered.

Note indications for the presences of chemicals of concern, such as odor, staining, sheen.

Discussion

Findings, Interpretations, and Opinions

General Conclusions

Design Recommendations (ER only)

Graphical Components

Vicinity Map

Site Plan / Exploration Location Map

Logs of Explorations with Legend or Key

Laboratory Test Results

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed fifteen (15) pages in length (excluding title page, letter of transmittal, table of contents, resumes, required attachments, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

4.1 Proposal Cover / Title Page

Include the RFP title/subject, RFP number, the name, address, and telephone number(s), of the Proposer firm, and the date of the submittal.

4.2 Table of Contents / Index

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria.

4.3 Letter of Transmittal (Limited to two (2) pages)

- 4.3.1 Briefly state the Proposer's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- 4.3.2 Provide the name(s) of the person(s) who are authorized to make representations for the Proposer, their title(s), physical address(es), email address(es), and telephone number(s).
- 4.3.3 Provide a statement that your firm is compliant with the requirements of Section 2.13 Equal Employment Opportunity Contract Compliance.
- 4.3.4 Provide a statement acknowledging receipt of all addenda, if applicable.
- 4.3.5 **THE LETTER OF TRANSMITTAL MUST BE SIGNED BY A CORPORATE OFFICER OR OTHER INDIVIDUAL WHO HAS THE AUTHORITY TO BIND THE FIRM.**

4.4 Evaluation Criteria

4.4.1 Proposer Qualifications and Experience

Describe the Proposer's and subconsultant's experience and qualifications performing the services outlined in Section 3 - Scope of Work, especially any work for the MOA and/or work for other governmental agencies in the State of Alaska. Provide at least three (3) references for which the Proposer has provided geotechnical site investigation, geotechnical engineering, environmental assessment, or site remediation services. Include a point of contact, telephone number, and a brief description of the services provided.

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

4.4.2 Contract Manager

The Contract Manager is defined to be the individual within the Proposer's firm who is directly responsible for the performance of the required services although need not necessarily be a principal of the firm. Provide detailed information on the qualifications and experience of the Contract Manager as it relates to the required services. Include reference contact name(s) and telephone number(s).

4.4.3 Key Staff and Subconsultants

Identify key professional and technical project staff and subconsultants expected to provide services on behalf of the Proposer along with their respective roles and duties. Tasks Managers for engineering services must be professional engineers licensed to practice in the State of Alaska. Provide resumes for each individual and subconsultant referenced that include their qualifications and years of experience. Each resume shall not exceed two pages. All pages of a resume that exceed the specified page limit will be removed prior to evaluation.

4.4.4 Subcontractors

Identify firms that are anticipated to provide routine technical or support services, such as soil drilling, test pit excavating, physical laboratory testing, analytical chemistry testing, traffic control, utility potholing, etc. Provide a brief overview of each firm and the type of services to be provided.

4.4.5 Methodology and Approach

For this term contract, tasks will vary in size and scope and sometimes may be urgent or rushed. Describe your overall approach to be responsive to varied jobs. Provide information on personnel resources available to your firm which indicates that you have access to the services necessary to perform the Work, in the time available, and to the required standard. Describe the firm's location where the primary services are to be provided and the ability to meet in person with MOA personnel when required during the performance of the Contract. Proposers that are able to perform routine physical and analytical chemical testing of soil and water samples locally will be ranked higher than those lacking such capacity.

4.5 Compensation

Do not submit a schedule of fees with the proposal. Fee schedules will not be used in the evaluation. After proposals are evaluated and scored, the highest rated Proposer will be required to provide a fee schedule showing direct labor rates, indirect labor rates (general and administrative expense; overhead, fringe benefits, insurance, etc.), and proposed profit in a tabular format for the personnel to be utilized on this contract.

Payments for other direct costs (Expenses) will be made for actual substantiated costs that are directly chargeable to and necessary for performance of services assuming they are not recovered through the indirect labor rate. A handling charge (markup) of Expenses is prohibited. A markup on subconsultant and subcontractor invoices will be negotiated and treated as a fixed fee.

After contract negotiations are complete, the selected Consultant will provide a fully loaded fee schedule for all services required for the performance of the work. This fee schedule shall be inclusive of all direct labor rates, indirect labor rates, and profit, and will become an appendix to the contract, which will become public information.

4.6 Work Authorization

The MOA will designate a Contract Manager to be the sole point of contact in regard to contractual matters and will allocate the work through individual task orders. The Contract Manager will provide the Consultant with project information, site location, and desired end product for each task order request. The Consultant will submit a proposal outlining a scope of services to be performed that includes a line item, not-to-exceed fee estimate. The MOA reserves the right to negotiate

an alternate scope of services if the original proposal does not meet the needs of the MOA. Upon acceptance of the Consultant’s proposal, the MOA will issue a Purchase Order (PO), which serves as authorization and notice-to-proceed with the work.

Modifications to the authorized scope of services must be agreed to and approved by the MOA before the work is undertaken. Expenses incurred due to a change in the scope of services or by changed or unforeseen site conditions shall not be paid without prior authorization from the MOA. The MOA shall not be liable for any costs resulting from delays due to any reason except for a suspension of activities requested by the MOA.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

The criteria to consider during evaluations, and the associated point values, are as follows:

Criterion	Points
Proposer Qualifications and Experience	35
Contract Manager	10
Key Staff and Subconsultants	30
Subcontractors	5
Methodology and Approach	20
Total Points Available	100

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 1.0 Outstanding
- 0.8 Excellent
- 0.6 Good
- 0.4 Fair
- 0.2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

5.3 Evaluation Process

A committee of individuals representing the MOA will perform an evaluation of the proposals. The committee will score the proposals as submitted. The MOA reserves the right to award a contract solely on the written proposal.

The MOA also reserves the right to request oral interviews with the highest ranked Proposers (short list). The purpose of the interviews with the highest ranked Proposers is to allow expansion on the written responses. If interviews are conducted, a maximum of three (3) Proposers will be short-listed. A second score sheet will be used to score those Proposers interviewed. The final selection will be based on a combination of written proposals and interviews. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the MOA for the purposes of contract award.

6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the MOA. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the MOA reserves the right to terminate negotiations with any Proposer should it be in the MOA's best interest. The MOA reserves the right to reject any and all proposals submitted.

7.0 SAMPLE CONTRACT

All Proposers must carefully read and review the Sample Contract included as Attachment A to this RFP. The final Contract with the MOA will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO DESIRED CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

8.0 ATTACHMENTS

Attachment A – Sample Contract