

ATTACHMENT B: SELECTION CRITERIA

Evaluation Process

FORA staff will determine responsiveness and evaluate all proposal submittals. The evaluation process will consider all required information. Each criterion will be scored based upon a pre-determined point system described below. Interviews with the highest-ranking teams may be scheduled at the sole discretion of Fort Ord Reuse Authority (FORA) staff.

Interview Questions:

- Please explain your firm's understanding of FORA's problem and needs.
- Please describe experience with the FORA, the Fort Ord Area, Marina Coast Water District (MCWD), and/or Monterey Peninsula Water Pollution Control Agency (MRWPCA).
- Please describe experience with the Monterey County, San Luis Obispo County, Monterey County Water Resource Agency, Salinas basin and associated aquifers.
- Please describe your organization in terms of purpose, structure, and financial health.
- Would you tell us about the key personnel assigned to this project, their professional qualifications and how much of their time will be committed to this project?
- What obligations does your firm have, or expect to have, which run concurrently with our project?
- What is the level of effort for those obligations?
- How are unanticipated complications and delays handled? How will you ensure un-interrupted delivery of service?
- What technical problems have you had on similar jobs and how did you overcome these problems in respect to cost, schedule, and quality?
- Please briefly tell us about a project of similar size and scope to this study.
- Did you meet or beat schedule/cost on your last project? How? Do you track Schedule Performance Index (SPI) and Cost Performance Index (CPI)?
- What is the proposed work plan?
- Please explain the schedule, milestones, expected results, and deliverables timelines.
- FORA requires regular reporting on project status. Please identify the Project Manager and explain their communications plan.
- Please provide an example of your invoice and explain your invoicing process in terms of the identified deliverables.
- Please provide an example of a report that was completed for an agency on the California Coast.

FORA reserves the right to ask further clarifying questions, as needed.

Preliminary Proposal Evaluation Criterion & Weights

Criteria	Points	
Narrative	1-6	What is the level of experience the firm has with FORA's problems and need?
	1-6	How realistic are the proposed methods to keep costs low, manage costs, and keep project on schedule?
	1-6	How reasonable and feasible is the approach to the problem, recommended method, and procedure? Do they present solutions to decrease cost and schedule?
	1-6	What is the level of the organizations management capability and competency, fiscal and personnel resources, and experience to perform the services?
	1-6	What are the professional qualifications of the personnel that the firm will commit to the project? Has the proposer allocated sufficient staff resources?
	30	Narrative Subtotal
Pricing	1-6	How reasonable are the fully burdened rates?
	1-6	How well does the proposal's rates show 1) the Direct Labor Cost, 2) Overhead, 3) Profit/Fee and 4) yearly escalation for each of the proposed job categories?
	1-6	Does the proposal include the labor rates for sub-consultants?
	1-6	How reasonable is the markup on cost for outside services and reimbursable?
	1-6	How well does the proposal address the methodology for determining the cost of change orders/future work orders?
	30	Pricing Subtotal
Fully Responsive	1-5	How responsive is the proposal to the goals, objectives, service demands, and required deliverables specified in the RFP?
Local Preference	1	Has the proposer provided a statement certifying his/her/their office has been located in the Monterey, Santa Cruz, San Benito counties for two (2) years +?
Local Hire Preference	1-4	% of workforce that resides in Monterey, Santa Cruz, or San Benito counties. 1-24%=1pts, 25-50%=2pts, 51-70%=3pts, 71-85%=3.5pts, 86-100%=40pts
Interviews	1-6	What is the level of experience the firm has with FORA's problems and need?
	1-6	How free is the organization and its staff from other obligations over the course of the project?
	1-6	What is the level of evidence the firm has showing its ability to communicate, plan and manage/prevent changes to scope, budget, and schedule?
	1-6	What is the level of positive performance on past projects?
	1-6	What is the level of experience the firm has performing work of a similar nature, size, and scope on the California Coast?
	1-6	How well does the proposer's experience and qualifications complement the services being sought?
	30	Interview Subtotal
Total	100	[Narrative + Pricing + Responsiveness + Interviews]

GENERAL PROVISIONS

1. *Statement of Qualifications (SOQ's)*

To be considered responsive to the RFP requirements, proposal submissions shall be complete and Respondents shall furnish verifiable evidence that their firm and their personnel, meet the qualifications set forth. In general, the SOQs shall provide the professional and technical experience, background, qualifications, professional licensing, and expertise of key personnel. The Respondent shall show that the team and its intended personnel possess demonstrated skills and experience in all areas of the Scope of Work (**Attachment A**). FORA reserves the right at its sole discretion to reject all SOQs, to waive non-material defects and to limit the number of Respondent teams selected for interview.

2. *Pre-Proposal Meeting*

A pre-proposal meeting is scheduled for 2:00pm on Thursday 02/02/2017. The meeting is not mandatory and is to review the RFP elements and Scope. Oral statements in the meeting concerning the meaning or intent of the contents of this RFP by any person are invalid unless submitted in writing.

The meeting will be held at the FORA Offices, 920 2nd Ave Suite A, Marina, CA 93933 or via conference call: phone number 1-641-715-3273, access # 348636*.

3. *Question and Clarification Process*

Inquiries and requests regarding this RFP shall be submitted in writing to Peter Said at peter@fora.org, Subject line: *RFP1-WA02 Clarification*. Written questions will be answered in writing via an addendum posted on the FORA website www.fora.org and sent to RFP respondents. Oral statements concerning the meaning or intent of the contents of this RFP by any person will be considered invalid. The last day questions and clarifications will be accepted is February 09, 2017 at 17:00pm PST.

4. *Errors and Omissions*

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP or any of its attachments, Respondent shall notify FORA in writing of such error(s) and request modification or clarification of the RFP. Modifications and Clarifications will be made per the questions and clarifications process above.

5. *Cancellation*

While it is the intent of FORA to proceed with the study, this RFP does not obligate FORA to enter into an agreement. FORA retains the right to cancel this RFP at any time should the study be cancelled, lose funding, or it is deemed in FORA's best interest. No obligation either expressed or implied, exists on the part of FORA to make an award or to pay any cost incurred in the SOQs preparation or submission.

6. *Award of Contract*

A "Notice of Intent to Award" will be posted publicly for five (5) consecutive FORA business days prior to an award. Written/e-mail notification will be made to the unsuccessful

respondents. SOQs will become public documents subject to disclosure laws and submittal disposition below. Evaluation methodology and basis for qualification are described in Section IV.

7. Submittal Disposition

Qualifications submitted become the property of FORA. Information contained in the received SOQs becomes public property and may be subject to disclosure laws. In order to protect any proprietary information from public disclosure, the Respondent **must identify any information as such upon submission, must request protection of such information, and must state the reasons why protection is necessary.** FORA reserves the right to make use of any information or ideas contained in the submittals. All materials, ideas, and formats submitted in response to the RFP will become the property of FORA on receipt and may be returned at FORA option and at the Respondent's expense.

8. Non-Endorsement

If a submittal is accepted, the Respondent agrees to not issue any news releases or other statements which state or imply FORA endorsement of the Respondent's services.

9. Prevailing Wage

If applicable, the Respondent must demonstrate compliance with the following FORA Prevailing Wage Requirement per FORA Master Resolution §1.01.050 and §3.03.090, as determined by the Director of the Department of Industrial Relations under Division 2, Part 7, Chapter 1 of the California Labor Code to workers performing "First Generation Construction."

10. Standard Agreement

The successful Respondent will be required to execute the FORA standard form of Professional Service Agreement (**Attachment C**). Proposals should include confirmation that your firm understands and accepts all the requirements in that agreement, including but not limited to the requirements regarding insurance and indemnity.

11. Letters of Certification for Local Preference

The successful Respondent will submit a brief letter certifying:

- a. The location of the primary place of business,
- b. Length of time performing business at the address listed, and
- c. The percentage of employees that reside in Monterey, Santa Cruz, or San Benito counties.

REFERENCE DOCUMENTS

1. ***Reference Documents: (Hyperlinks provided)***

Online Resources

In carrying out this work, a number of documents from various sources may be reviewed:

- [Fort Ord Reuse Authority, MASTER RESOLUTION, Adopted March 14, 1997, Amended February 13, 2014](#)
- [The Fort Ord Base Reuse Plan \(BRP\), Appendices and Reassessment](#)
- [1998 Water/Wastewater Facilities Agreement](#)
- [2005 Memorandum of Agreement among US ARMY, Monterey Regional Water Pollution Control Agency, Fort Ord Reuse Authority, Marina Coast Water District](#)
- [2007 Potable Water Allocations to the Jurisdictions](#)