



**REQUEST FOR PROPOSALS
for
Professional Engineering Services for the
Citrus Heights Police Department
Emergency Communications Center Remodel**

CITY COUNCIL

Bret Daniels (Mayor), Jayna Karpinski-Costa (Vice Mayor),
Porsche Middleton, MariJane Lopez-Taff, Tim Schaefer

RELEASE DATE: **AUGUST 7th, 2024**

CLOSING DATE: **SEPTEMBER 19th, 2024, 3:00 PM**

All submissions must be received at the City of Citrus Heights City Hall by the above deadline.
Postmarked dates will not be accepted.

CONTACT PERSON for SUBMITTING PROPOSALS:

Amy Van
City Clerk
916-727-4704
avan@citrusheights.net

Citrus Heights City Hall
6360 Fountain Square Drive
Citrus Heights, CA 95621-5577
Hours: Monday –Friday 8:00AM – 4:00PM Applicants responsible for observing City Holidays

CONTACT FOR INFORMATION FOR QUESTIONS ABOUT THIS DOCUMENT:

ECC Project Team: eccproject@citrusheights.net

**CITY OF CITRUS HEIGHTS
POLICE DEPARTMENT
REQUEST FOR PROPOSALS FOR
PROFESSIONAL ENGINEERING SERVICES FOR THE
CITRUS HEIGHTS POLICE DEPARTMENT
EMERGENCY COMMUNICATIONS CENTER REMODEL**

The City of Citrus Heights is soliciting proposals from qualified firms to provide professional services for the Emergency Communications Center Remodel (Project). This Project is partially funded by a Federal ARPA grant comprised of Federal as well as local funding.

This request for proposals (RFP) defines the scope of services and outlines the requirements that must be met by proposers interested in providing such services. Proposers shall carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP or otherwise available and shall become fully aware of the nature and the conditions to be encountered in performing the services.

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Exhibits included with the RFP Notice

- A. Exhibit A: Sample Consultant Contract
- B. Exhibit B: Mutual Nondisclosure Agreement (NDA) – Required to submit a Proposal
 - Consultants must agree to and provide a signed NDA to the City before or during attendance at the Mandatory Job Site Meeting.
 - An executed NDA document will be required prior to the responding Consultants receiving access to any additional Exhibits as listed below.

Exhibits – that will be available after respondents complete the NDA. Issued following the Mandatory Site Meeting to all respondents during their proposal development phase

- C. Exhibit C: Preliminary Needs Analysis
 - Drawing set of Facility Plans with redline notes regarding anticipated design, engineering and construction scopes of work resulting from owner and stakeholder meetings and data gathering. Compiled by Vanir Construction Management staff with City staff input and approvals.

- Consultant to review, confirm scope of work directions with City and Vendors as required to complete a coordinated design and documentation.
- D. Exhibit D: Furniture, Fixtures & Equipment (F, F & E) – Excel Spreadsheet
 - Spreadsheet compiling the majority of F, F & E components to inform the Architectural and Engineering (A&E) Team of Owner, Stakeholder, and Vendor associated needs and assumed responsibilities. Compiled by Vanir Construction Management staff with City staff input and approvals.
 - Consultant to review, confirm scope of work directions with City and Vendors to complete F, F & E data as required for a coordinated design and documentation.

Exhibits – available after the RFP; only the awarded Consultant Team will receive the following Exhibits (Confidential, NDA agreement also applies)

- E. Exhibit E: 2005 Construction Drawings – Police Department Building Addition
- F. Exhibit F: 2011 Construction Drawings – Police Department Building Addition
- G. Exhibit G: Furniture (Russ Bassett)
 - Russ Bassett product data, purchase order, furniture layouts, electrical and network cabling info, etc.
- H. Exhibit H: Radio (Motorola)
 - Motorola product data, purchase order, R56 electrical, grounding, and network cabling info, etc.
- I. Exhibit I: R56 Standards and Guidelines (Motorola)
 - Motorola provided reference document, not project specific – general information.
- J. Exhibit J: Flooring & Wallcovering
 - CHPD product selections for use as “Basis of Design”.
- K. Exhibit K: AT&T – Vesta, 911 Phone System
- L. Exhibit L: Video Wall (Haivision)
 - Haivision product data, layouts, electrical and network cabling info, etc.
- M. Exhibit M: Project Contact List (City staff, Vanir, Vendors)

I. PROJECT DESCRIPTION

The City of Citrus Heights is seeking proposals from consultants to provide architectural and engineering design services, including the development of construction documents to secure building permits (if required) and to be used for publicly bidding the construction phase scopes of work for the remodel of their emergency communications center. Applicants should have previous experience with the design and/or remodeling of a Public Safety Answering Point or Emergency Communications Center and the requirements thereof: be familiar with R56 or other applicable standards for the intended use, have a physical presence at the worksite during key-points of the project as needed, and be familiar with all applicable laws and regulations governing public works projects. Applicants must be able to produce coordinated Construction Documents defining all the necessary work of Contractors, Owner and Owner's multiple FF&E Vendors.

Project Background

The Citrus Heights Police Department (CHPD) commenced operations in 2006. The department emergency communications center operates 24 hours a day seven days a week. It has been determined that the advancements in technology require an update to this facility to meet the current needs of the organization, its personnel, and the community. Vanir Construction Management company has been hired by the City of Citrus Heights to provide selected project management and construction management services to supplement and support the City's staff in delivery of the project through the planning, design, and construction phases.

The Project shall comply with the following:

- Americans with Disabilities Act (ADA)
- All other applicable City, County, and State design guidelines and requirements

Prevailing Wages

The services described herein are considered "public works" as defined by California Labor Code Section 1720 et seq. If a consultant is awarded a contract, they shall be responsible for compliance with all applicable prevailing wage laws, as well as any and all applicable state or federal wage laws, for services under the Consultant's contract.

Business License Required

It is unlawful for any person to furnish supplies or services or transact any kind of business in the City of Citrus Heights without possessing a City business license. The City is an equal opportunity employer. Minorities, females, and handicapped (M/F/H) are encouraged to participate.

It is not a requirement to possess a City business license at the time of proposal submittal. Successful Proposers shall be required to possess a City business license prior to award of a contract.

II. SCOPE OF WORK

CHPD intends to update the current emergency communications center layout and increase the functionality through updating the network cabling, replacing the carpeting, replacing the acoustic wall covering, replacing the existing console workstation furniture with new, replacing and expanding the quantity of video wall monitors, increasing the quantity of emergency console work stations from four to five, and any other task which may be identified as necessary or appropriate to update the emergency communications center. To maintain a 24/7 operation during the improvements, the emergency communication center must be temporarily relocated to a remote room within the building which has been selected for a temporary communications center. During transitions of the communications equipment from the emergency communications center to the temporary communications center and back to the Renovated emergency communications center there must always be a minimum of four fully functioning emergency console workstations. Set up and relocation of the emergency communication center and the F, F & E to this temporary location shall be part of the project.

The major work tasks for this project include:

- A. Scope of Work Confirmation and Coordination of Vendors:
- B. Design, Engineering and Construction Documents
- C. Permitting
- D. Bidding and Construction Administration Support

Tasks performed by the Consultant shall include, but are not limited to, the following:

A. Scope of Work Confirmation and Coordination of Vendors:

- Work with CHPD personnel, the Vanir construction manager representative(s), and the Owner's FF&E vendors to fully define all existing and new FF&E, coordination of the FF&E with existing and newly designed building utilities, then develop and document the design for all scopes of work needed to complete the project.
- Attend on-site project planning meeting(s) with police department staff, project team, contracted vendors, and stakeholders to review and verify the scope of work defined in the Exhibit B - Preliminary Needs Analysis.
- Survey the building's existing conditions to verify and confirm the as-built assumptions and needs communicated from the project team, stakeholders, and vendors.
- Meet with the Citrus Heights Building Department and representative from Sacramento Metro Fire Department (confirm each Authority Having Jurisdiction (AHJ) specific to the project) to present and review the planned project scopes of work to coordinate with each AHJ's permit submittal requirements and anticipated plan check durations.
- Review all RFP Exhibits including all vendor quotes, scopes of work, inclusions, exclusions, qualifications, and product data information provided by the owner. Provide documentation of each vendor's FF&E materials and installation services to be incorporated into the Construction Documents for clarification of responsibilities and coordination of all required work between owner, owner vendors and contractor.

Deliverables Include:

- Meeting agendas and minutes for all design and coordination meetings
- Action Item List & updates

B. Design, Engineering and Construction Documents:

The scope of work shall include services in accordance with the following:

- Provide Architectural design and documentation including but not limited to the following:
 - a. R56 compliant Carpeting and rubber wall base replacement for the Emergency Communications center, including the adjacent Communication Supervisor Office, and Training (referred to as the TAC) rooms. To include selective demolition of existing carpet, adhesives and wall base, floor cleaning and prep (at both raised access flooring & concrete slab substrate areas), 24"x24" static dissipative carpet tile, acrylic conductive adhesive, copper grounding strips wired to building ground by electrical contractor, transition strips at adjacent floor material transitions, create material performance specifications aligned with CHPD "basis of design" material selections.
 - b. Acoustic Wall Covering replacement for selected walls within the Emergency Communications center. To include selective demolition of the existing wall carpeting, wall prep (adhesive removal & gypsum board repairs or wall re-texturing, re-painting the walls if required after demo), adhesive, edge transition strips, create material performance specifications aligned with CHPD "basis of design" material selections. The Architectural documentation shall define two bid options for the selected walls: Option #1 is to provide an acoustic grade of fabric wall covering installed directly over repaired & prepared gypsum board substrate. As well as installation of fabric wrapped Acoustic Wall Panels in the Temporary Communications center. Option #2 is to install fabric wrapped Acoustic Wall Panels over repaired & prepared wall surfaces in lieu of the fabric wall covering. As well as installation of fabric wrapped Acoustic Wall Panels in the Temporary Communications center.
 - c. It is anticipated that the Emergency Communications Center new Video Monitor mounting locations will require a structural upgrade to include new and relocated electrical outlets and backing designs to support the weight of plywood mounting backboards, mounting bracket hardware and video monitors. Review as-built construction drawings for assumed wall construction and provide supplemental design and structural calculations suitable for transferring the loads from monitor brackets to plywood back boards through metal channel furring to the exterior concrete masonry unit (CMU) wall beyond.
 - d. Provide design for mechanical fastener attachments and new wall backing for connecting the Emergency Communications Center lateral file cabinets and locker furniture to the furred wall below the video monitors on the west wall.
 - e. Provide Floor Plan Layouts clearly identifying and locating all Furniture, Fixtures and Equipment within each room requiring any temporary or permanent activity or scope of work.
- Provide Engineering design and documentation including but not limited to the following:
 - f. Electrical - Survey and verify the existing facility as-built electrical system to support all FF&E power requirements. Please note the original as-built construction documents may not be representative of the current conditions (i.e., location of Panels P6, P6A, Recessed Floor Receptacles in raised access flooring

at Emergency Console workstations, etc.). Accurately depict actual conditions in the Construction Documents for Bid.

- g. Electrical - Review and verify all existing & new FF&E electrical power requirements. Calculate the existing & new FF&E electrical loads, verify the quantity and capacity of power outlets and circuits required. Provide an overall electrical power design including additional electrical improvements to satisfy all loads and R56 guidelines.
 - h. Electrical – Provide design of electrical power source to each Emergency Console workstation and the associated technology equipment (Five Consoles located in the permanent Dispatch Room, additional outlets/circuits may be required / four Temporary Consoles located in the Temporary Dispatch Room, additional outlets/circuits may be required). Provide design of electrical distribution within each Emergency Console workstation. Provide design of supplemental electrical grounding within the console workstations per R56 guidelines. Provide design of electrical grounding to connect the Emergency Console workstations to the building ground per R56 guidelines.
- Low Voltage / Network & Data Cabling – Provide design to selectively demolish existing Cat 5 Cabling and Install new Cat 6 Cabling as required to support all existing and new equipment related to this project. Meet with Owner's FF&E Vendors to clarify and provide documentation of their scopes of work into the Construction Documents for coordination, permitting and construction purposes.

Deliverables Include:

- Architectural & Engineering Construction Documents for use in permitting, public bidding and construction, to include but not be limited to the following:
 - a. Project Title Sheet (project information, general notes, code summary, sheet index, A&E title block, etc.)
 - b. Overall Site Plan (logistics, access, deliveries, etc.)
 - c. Overall Floor Plan (identify work limits, code compliance, rated walls, exiting, etc.)
 - d. Overall Reflected Ceiling Plan (selective demo and repair notes)
 - e. Enlarged Floor Plans – for Existing FF&E Layouts with task notes (existing FF&E schedule & responsibility matrix defining owner, owner vendors, and bidding contractor scopes of work)
 - f. Enlarged Floor Plans – for Demolition
 - g. Enlarged Floor Plans – for New FF&E Layouts with task notes (for existing & new work, FF&E schedules & responsibility matrix defining owner, owner vendors, and bidding contractor scopes of work)
 - h. Interior Elevations (video monitor layouts, acoustic wallcoverings, paint, etc.)
 - i. Interior Finish Plans – Layouts and task notes (finish schedule & notes)
 - j. Interior Details (video wall structural backing design, etc.)
 - k. Enlarged Electrical Plans (existing, selective demo, new power outlets & grounding)
 - l. Enlarged Low Voltage / Data / Network Cable Plans (existing, selective demo & new cabling and ports)
 - m. Enlarged Signal / Fire Alarm Plans (existing, relocation(s) if required)

- n. Specifications – For all modified or new materials (performance specifications appropriate for public works bidding, specifications may be a stand alone document or incorporated into the construction drawings)
- 90% Construction Document Progress Submittal Package for constructability review by owner and project team in electronic format (AutoCAD, PDF, Word and Excel).
 - a. Request, receive and incorporate, as appropriate, comments from stakeholders and other Agencies.
- 100% Construction Document Submittal Package for Plan Check and Building Permits
 - a. Response to AHJ plan check comments as necessary to receive full construction permits
- Final Construction Document Submittal Package for Contractor Bidding & Construction
 - a. Prepare bid documents incorporating all comments from previous reviews. Final plans shall be signed by the engineer in responsible charge licensed in the State of California.
 - b. Provide Bidding Documents in Electronic Format ready to advertise.
 - c. Prepare Addendums if required to clarify scope of work or owner approved revisions

C. Bidding and Construction Support:

The Consultant's scope of work shall include bidding and construction support services in accordance with the following:

- Attend pre-bid meeting (if one occurs).
- Review and draft responses to Requests for Information.
- Assist City staff in preparing bid addenda documents as necessary.
- Review bids received for responsiveness and reasonableness.
- Attend pre-construction meeting.
- Review Contractor and Owner Vendors submittals
- Review and provide recommendations regarding any change order proposals

Deliverables Include:

- Response to pre-bid RFIs and draft bidding addenda
- Response to RFIs, change order requests, etc.
- Submittal reviews
- Prepare addendums if required to clarify scope of work or owner approved revisions

III. PROJECT SCHEDULE

The City desires to construct the project during the 2nd quarter of 2025 (goal = construction and commissioning completion as early as feasible and prior to July 4th, 2025). The Consultant shall assist by developing an RFP schedule showing timeline and tasks for completion of the Construction Documents including permitting, bidding, contractor award, construction (assume 2 month Construction Period for purpose of developing the Consultants RFP schedule). The Consultant team shall be adequately staffed to meet their tasks and durations in the proposed RFP schedule.

IV. PROPOSAL REQUIREMENTS

Proposal responses must adhere to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or the inclusion of conditions or limitations may be cause for rejection of the submittal. Use 8½ x 11 sheets (fold outs are acceptable for charts, etc.) and font size large enough to be easily legible (shall not be smaller than 10 point).

A. Cover Letter

1. Provide a cover letter and introduction, including the name and address of the organization submitting the proposal, together with the name, address, telephone numbers, and email address of the contact person authorized to represent the proposal team. Provide the location of the main office, local office and office nearest to the City of Citrus Heights. The letter must be signed by an individual authorized to bind the firm contractually.
2. Provide a statement of willingness to sign the City's Consulting Services Agreement as-is, which is based upon the LAPM template for federally funded projects. Changes to the Agreement will not be accepted.
3. Provide a statement that addresses the Consultant team's ability to meet the City's insurance requirements.

B. Project Understanding

1. Provide information based upon the Consultant's understanding of the goals of the project, potential challenges, design considerations and identification of the various design functions (i.e., sub consultants and their scopes).

C. Project Team:

1. Contact Person: Name of the principal or project manager in the firm/entity who will have direct and continued responsibility for the services provided to the City. This person will be the City & Vanir staff's first point-of-contact on all matters dealing with the services offered and will handle day-to-day activities through to completion.
2. Brief information about the consulting team/firm background, organization, office structure and location, number of professional personnel, and equipment.
3. A summary of the consultant team's capability and experience in providing services on projects similar to the project set forth in this RFP.
4. An organizational chart showing the proposed relationships between all key personnel and support staff expected to participate on the project. (Note: if the proposal includes more than one firm/entity, please identify the responsibilities and roles of each firm).
5. A brief summary of the qualifications and experience of engineering and management staff, particularly at the project engineer level, and the key personnel to be assigned. Include relevant education, licenses, accreditation, and certificates.

6. A list of at least three (3) references (non-City of Citrus Heights staff) from similar projects that may be contacted, including at least two references for each sub consultant listed.

D. Work Plan:

1. A statement that addresses the challenges that can occur during a project similar to this and any unique experience, abilities, or services that can be provided by the firm or consultant team to solve these challenges. Cite an example where these qualities were used.
2. A detailed written description of proposed work plan for performing the required services.
3. Statement that addresses how the firm or consultant team will demonstrate their commitment to be responsive and accessible to City staff in a timely manner.
4. A detailed CPM Schedule defining design tasks, permitting, bidding, award and construction phases to represent how the consultant team plans to achieve the City of Citrus Height's project completion goals.

E. Cost Proposal:

Cost proposals for both the prime and all subconsultants shall be submitted in the format described below. The cost proposal shall itemize by classification the proposed staff with their applicable hourly rates. Only key personnel shall be marked on the cost proposal by name and with an asterisk (*) otherwise the cost proposal shall avoid the use of specific names for typical classifications.

The cost proposal shall also include estimated costs for typical services (Tasks) covered by this contract with a breakdown of hours by staff member. Submittal of costs shall be formulated such that actual hourly wages are provided and subtotaled showing two separate line items for overhead and profit. Include additional charges for sub-consultant's services and reimbursable expenses.

The method of payment to the successful proposer shall be on an actual cost-plus-fixed fee with a maximum "not to exceed" amount, as set by the proposer in his/her proposal, as being the maximum cost to perform all work. This figure shall include direct costs and overhead such as, but not limited to, transportation, communications, subsistence and materials, and any subcontracted items of work. Progress payments will be based on actual hours, hourly costs and support service costs charged to the project on a monthly basis.

The Cost Proposal shall be mailed or hand delivered to the City in a sealed envelope clearly marked "Cost Proposal – Emergency Communications Center Remodel".

The name of the Consultant shall also be clearly marked on the front of the sealed envelope. The Cost Proposal must be received (not postmarked) and date stamped by a designated City employee no later than 3 PM the date on which consultant interviews are conducted. Only short listed firms will be required to submit a Cost Proposal.

V. PROPOSERS' QUESTIONS

There will be a mandatory pre-submittal conference meeting at the Project Site for this RFP. Questions regarding this RFP shall be submitted in writing via email to the City of Citrus Heights City Clerk and must be received no later than the date and time noted in the section below entitled "Consultant Selection Schedule."

Submit inquiries to the following email address:

ECC Project Team
eccproject@citrusheights.net

VI. PROPOSAL SUBMITTAL

Proposer's submittal shall be as follows:

- A maximum of twenty (20) sheets of paper with printing on both sides (double-sided) totaling forty (40) pages of information, inclusive of the cover letter, graphics, etc., or up to 40 pages, single-sided, of information. Resumes do not count toward the page limit and shall be included in an appendix to the proposal. Larger sheets, such as 11x17, count the same as an 8.5"x11" sheet of paper.
- One (1) electronic (Adobe PDF) on a memory stick and three (3) bound copies.
- Proposal must be received (not postmarked) and date stamped by a designated City employee no later than the date and time noted in the section below entitled "Consultant Selection Schedule." Proposals shall be clearly marked:

"Proposal for City of Citrus Heights Emergency Communications Center Remodel"

- **Proposals shall be mailed or hand delivered to:**

Citrus Heights City Hall
6360 Fountain Square Drive
Citrus Heights, CCA 95621-5577
Attention: Amy Van, City Clerk

CONTACT PERSON:

Amy Van
City Clerk
916-727-4704
avan@citrusheights.net

A proposer may withdraw its final proposal at any time prior to the deadline date and time by submitting a written request via email for its withdrawal to the City of Citrus Heights City Clerk, signed by an authorized agent of the firm. Proposers may thereafter submit a new proposal prior to the deadline date and time. Modifications offered in any manner, oral or written, will not be considered.

Proposers submitting less than the required number of copies of their proposal will be rejected and considered "non-responsive." Proposals received beyond the deadline will not be considered and will be returned unopened. Emailed proposals will not be accepted and shall be considered "non-responsive".

VII. CONSULTANT SELECTION SCHEDULE

The anticipated consultant selection schedule is as follows. The following dates are subject to change with notice:

Request for Proposals advertised.....Wednesday, August 7, 2024
Mandatory Pre-Proposal Meeting at Project Site..... 10:00 AM, Thursday, August 29, 2024
Final Date to Submit Requests for Information 3:00 PM, Thursday, September 5, 2024
Addendum (if required)..... Thursday, September 12, 2024
Proposals Due 3:00 PM, Thursday, September 19, 2024
Consultant Interviews Monday, September 30, 2024 between 9 AM and Noon
Consultant Selection and Contract Negotiations Week of October 4, 2024
Contract Award, Execute Contract (tentative)..... October 23, 2024
Start of Project/Begin A&E Work (tentative) November 4, 2024

VIII. PUBLIC RECORDS ACT

All proposals shall become public information at the conclusion of the selection process, with the exception of those portions of a proposal that are identified at the time of submittal by the Proposer as trade secrets and/or which are deemed by the City as not being public documents that must disclosed under the Public Records Act, or other appropriate statutes and regulations. Pricing and service elements of the successful proposal will not be considered proprietary information. Do not include proprietary information as part of your Proposal. All materials submitted and retained by the City in response to this Request for Proposal shall become the property of the City and will not be returned.

IX. VALID OFFER

Proposals shall remain valid for 120 days from the due date. The City reserves the right to negotiate with the successful Proposer any additional terms or conditions not contained in their proposal which are in the best interest of the City or to otherwise revise the scope of this RFP.

This RFP does not constitute a contract or an offer of employment. The cost of preparation of proposals shall be the obligation of the Proposer. All proposals, whether accepted or rejected, shall become the property of the City and will not be returned.

X. CITY RIGHTS

The City reserves the right to:

- Request clarification of any submitted information
- Waive any informalities or irregularities in any proposal
- Not enter into any agreement
- Not select any consultant
- Cancel this process at any time
- Amend this process at any time

XI. CITRUS HEIGHTS WEB SITE REQUIREMENTS

It is the Proposer's responsibility to monitor the City's website for possible addenda to this RFP to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her proposal in accordance with the original proposal requirements and all addenda. All available RFP's and related addenda can be found at:

[City of Citrus Heights - Open Bids and RFPs](#)

Failure of Proposer to obtain this information shall not relieve him/her of the requirements contained therein. Proposers not acknowledging and returning Addenda may be rejected as "non-responsive" at the sole discretion of the City.

XII. EVALUATION

A review team comprised of City staff and Vanir Construction Management staff will evaluate the consultants. First, the proposal will be evaluated based on the criteria listed in this RFP. Second, the City will conduct oral interviews of the top rank firms to determine which consultant team is best qualified to perform the work for this project.

The review team will then determine a ranking of the consultants at which time negotiations may begin with the most qualified consultant and only their cost proposal will be opened. City staff will evaluate the consultant fee to determine if the amount of the fee is considered a reasonable cost for the work outlined in the proposal. If the top ranked consultant has submitted a reasonable fee, the review team will make a recommendation to open negotiations to ensure that the top ranked consultant has a full understanding of the expectations of the City, that the scope reflects all tasks anticipated and that the fee reflects completion of the project to the satisfaction of the City. In the event that the City and the top ranked consultant are unable to come to an agreement as to scope and fee, the City reserves the right to close negotiations with the top ranked consultant and open negotiations with the second-ranked consultant. Once the City and consultant reach an agreement involving the scope and fee, the review team will make a recommendation to the City Council for selection and approval of an agreement for services. The successful Proposer will receive written Notification of Intent to Award, along with instructions for finalizing the agreement documents.

The selection of the consultant will be based on the following criteria and the relative importance of each of the criteria in the selection process is broken down by percentage.

- | | |
|---|-----|
| 1. Inclusion of all required items and completeness of proposal | 5% |
| 2. Qualification of staff, capability, and experience of project team as it relates to the full Scope of Services. References from other Agencies | 25% |
| 3. Ability to undertake and complete the Scope of Work. Clear description of the tasks, demonstrated technical ability and understanding of work to be done | 25% |
| 4. Innovative ideas and insights on the design and features of the project | 10% |
| 5. Commitment to meeting the schedule goals and delivery of the full RFP services for a reasonable cost. | 25% |
| 6. Familiarity with state and federal procedures | 10% |

The City will notify each consultant regarding the outcome of the proposal selection process. The City may reject any or all of the proposals if it deems such action is in the public interest.

XIII. AWARD

Award shall be recommended to the Proposer whose proposal best meets the needs of the City. The City reserves the right to reject any or all proposals, and to solicit additional proposals if deemed in the best interest of the City to do so. The decision of the City Council shall be final in making such determination.

The successful Proposer will receive a written Notification of Intent to Award, along with instructions for finalizing the agreement documents. The successful Proposer will be required to enter into an agreement for services with the City substantially similar in form to that attached hereto as Appendix B, marked "Sample Agreement". Any reference in this Request for Proposal to specific terms of the agreement are for illustrative purposes only and shall not limit the scope of the obligations to be assumed by the successful Proposer under the agreement. In the event of any conflict exist between a provision of this Request for Proposal and the provisions of the sample agreement, the terms of the agreement shall govern.

XIV. PROTEST PROCEDURES AND DISPUTE RESOLUTION PROCESS

A bid protest means a protest filed against a request for proposal. Any bid protest must be submitted in writing and received by the City Clerk before 4:00 PM of the seventh calendar day following the proposal due date. The initial protest document must contain a complete statement of the basis for the protest and must refer to the specific portion of the document or the specific statute that form the basis for the protest. The protest must include the name, address, telephone number, and e-mail address of the person representing the protesting party. The protest must be signed and submitted under penalty of perjury.

The protestor must concurrently transmit a copy of the initial protest to the bidder whose bid is being protested. Faxed or emailed copies are acceptable, with confirmation of receipt by the bidder whose bid is being protested. The procedure and time limits set forth in this paragraph are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. The bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

The City shall review the bid protest and shall issue its determination within a reasonable amount of time prior to bid award. The City Manager has the authority to issue a final determination on all bid protests. The City shall not be required to hold a hearing to consider any protest.