



CALAVERAS COUNCIL  
of GOVERNMENTS

## AMADOR COUNTY TRANSPORTATION COMMISSION & CALAVERAS COUNCIL OF GOVERNMENTS

### REQUEST FOR QUALIFICATIONS

**Systemic Safety Analysis Report Program  
Safety Analysis, Traffic Engineering, and Project Design Services**

**Date Released: [10/06/2017]**

**Amador County Transportation Commission  
117 Valley View Way  
Sutter Creek, CA 95685**

**Statement of Qualifications are due prior to 4:00 P.M., Monday, October 23, 2017**

**TABLE OF CONTENTS**

Request for Qualifications

Systemic Safety Analysis Report  
Safety Analysis, Traffic Engineering, and Project Design

Introduction ..... 3

Project Description and Background..... 4

Scope of Work ..... 6

Appendix A – Description of Services Required ..... 10

Appendix B – Evaluation and Selection ..... 13

Appendix C – Project Schedule ..... 17

Attachment 1 – Sample Contract Agreement

Attachment 2 – Cost Proposal (Local Assistance Procedures Manual Exhibit 10-H Example #1)

## INTRODUCTION

The Amador County Transportation Commission (ACTC) and the Calaveras Council of Governments (CCOG) is requesting proposals (RFQ) for Safety Analysis, Traffic Engineering, and Project Design services. ACTC will be the contract administrator for this project.

The Systemic Safety Analysis Report will be funded with State dollars and may lead to project funding utilizing federal revenue and therefore requires the Consultant to follow all pertinent local, state, and federal laws and regulations. **The DBE goal for this project is 0%.**

Total amount payable to the Consultant shall not exceed \$75,000 and with a performance period of the contract from the date approved by the Commission to June of 2018 whichever is the lesser.

The proposals submitted in response to this RFQ will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFQ.

Addenda to this RFQ, if issued, will be sent to all prospective Consultants the ACTC has specifically e-mailed a copy of the RFQ to and will be posted on the ACTC's website at:

[www.actc-amador.org](http://www.actc-amador.org)

It shall be the Consultant's responsibility to check the ACTC's website to obtain any addenda that may be issued.

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

Submit four (4) hard copies, mailed or submitted to the ACTC prior to **4:00 P.M., October 23, 2017**. Statement of Qualifications (SOQs) shall be submitted in a sealed package clearly marked "**Systemic Safety Analysis Program**" and addressed as follows:

John Gedney  
Amador County Transportation Commission  
117 Valley View Way  
Sutter Creek, CA 95685

SOQs received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to 4:00 P.M., October 23, 2017.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFQ does not commit ACTC to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The ACTC reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFQ if it is in the best interests of the ACTC to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFQ result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the ACTC.

All products used or developed in the execution of any contract resulting from this RFQ will remain in the public domain at the completion of the contract.

The anticipated consultant selection schedule is as follows:

Proposal review and evaluation:	October 24, 2017-November 6, 2017
Oral interviews:	November 6-8, 2017
Cost Negotiation with first ranked consultant:	November, 2017
Contract Award and Notice to Proceed:	November/December, 2017

Any questions related to this RFQ shall be submitted in writing to the attention of John Gedney via email at [john@actc-amador.org](mailto:john@actc-amador.org). Questions shall be submitted before 5:00 PM on October 16, 2017.

No oral question or inquiry about this RFP/RFQ shall be accepted.

## PROJECT DESCRIPTION

The Amador County Transportation Commission (ACTC) and the Calaveras Council of Governments (CCOG) are soliciting qualified firms or individuals to submit Statements of Qualifications (SOQs) for a Systemic Safety Analysis Report Program (SSARP). The SSARP will identify crash trends in both Amador and Calaveras Counties, identify and evaluate systemic countermeasures that address concerns for focus crash types and locations and corridors to implement safety improvements within and between counties. This program will help Amador and Calaveras to develop decision process for countermeasure selection and ultimately conceptual projects for priority locations (that could be competitive for HSIP funding) for both Counties. Consultant will also assist ACTC and CCOG to prepare required documentation needed for an HSIP application based on the SSAR findings.

## BACKGROUND

Amador and Calaveras Counties are both rural mountain areas with similar population sizes (with total populations of approximately 36,000 and 45,000 respectively). The two counties neighbor each other and are located in the Sierra Foothills between Sacramento and Yosemite Valley. The counties' elevation ranges from 100 ft. to 9,000 ft. with popular scenic highways (SR88 in Amador and SR4 in Calaveras) that connect residents and visitors to popular locations in both Eldorado and Stanislaus National Forests. Both counties experience a relatively high number of roadway departures compared to their population numbers and were both identified by FHWA as high risk areas for roadway departures in 2016. According to FHWA, in the year 2012 rural roadway fatalities accounted for 54 percent of all fatalities despite only 19 percent of the US population living in rural areas. FHWA also notes that even with reductions in the number of fatalities on the roadways, the fatality rate in rural areas is 2.4 times higher than urban areas.

It has been proven to be more effective, particularly in rural areas, to identify systemic safety measures rather than spot treatments to improve safety and prevent life threatening crashes. Therefore, both counties would like to implement a systemic approach to managing risk. This project will help the counties of Amador and Calaveras to develop their Systemic Safety Analysis Report Program (SSARP) by applying the 4 E's (Education, Encouragement, Engineering, and Emergency) to identify crash trends, systemic countermeasures, locations and corridors to implement improvements, develop conceptual projects (that could be competitive for HSIP funding), as well as a decision process for countermeasure selection.

## SCOPE OF WORK

The ACTC is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to advancing the Systemic Safety Analysis Report to the HSIP application phase.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFQ and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

### TASK 1: Identify Focus Crash Types & Risk Factors

- Oversee ACTC & CCOG Staff Analysis of safety collision data using SWITRS, TIMS, and stakeholder meetings to identify high risk and collision locations.
- Select Focus Crash Types & Facilities and Identify and evaluate risk factors.

### TASK 2: Screen and Prioritize Candidate Locations

- Identify Network Elements to Analyze
- Conduct Risk Assessment
- Prioritize Focus Facility Elements

**TASK 3: Select Countermeasures**

- Assemble a Comprehensive List of Countermeasures while taking into consideration the 4 E's (Education, Enforcement, Engineering and the Emergency "golden hour").
- Evaluate and Screen Countermeasures
- Select Countermeasures for Deployment

**TASK 4: Prioritize Projects**

- Create a decision process for countermeasure selection (ie. cost-benefit analysis)
- Develop list of Safety Projects and Programs
- Oversee ACTC & CCOG prioritization of Safety Project Implementation using the 4 E's.

**TASK 5: Identify Fire Evacuation Routes**

- Considering the 4<sup>th</sup> E (Emergency), gather stakeholders to identify crucial fire evacuation routes in Amador and Calaveras Counties.
- Develop a list of priority roads to be maintained to enhance fire evacuation routes.

**TASK 6: Develop Conceptual Projects**

- Develop conceptual projects and programs for priority projects.
- Prepare HSIP Applications for Priority Projects for 2018 HSIP Call for Projects.

**PROPOSED SCHEDULE FOR COMPLETION**

1. RFQ issue date	October 6, 2017
2. Closing date for SOQs	October 23, 2017
3. Contract execution	November/December, 2017
4. Contract conclusion	June 15, 2018

**Services to be Provided:**

The Consultant selected shall provide all services to complete safety analysis and preliminary design for priority projects identified in the Systemic Safety Analysis Report.

Specifically, the Consultant selected will be required to complete the following tasks:

- **Project Management** – The ACTC will serve as the contract manager and direct liaison between the Consultant. The consultant shall be responsible for project management activities throughout the life of the contract and the scope of activities including but not limited to, coordinating and being responsible for scheduling meetings, managing the project schedule, preparing and distributing minutes, field reviews, tracking action items for ACTC and consultant sub-contractors, and preparing all submissions to ACTC. Any modifications proposed to this solicitation are welcome provided they are innovative, advanced, and well thought out methodologies and shall be identified as optional and priced out separately in the sealed fee proposal.
- **Safety Analysis**- Support ACTC and CCOG Staff in analyzing collision data and developing a priority project list for low cost safety countermeasures.

- **Preliminary Engineering Studies** – Develop general project locations and design concepts and related activities needed to establish the parameters for design necessary to develop competitive HSIP applications and implement projects should they receive funding.
- **Field Visits and Mapping** – The Consultant shall be responsible for data collection, mapping and field visits necessary for preliminary engineering, design, cost estimates, and the level of environmental clearance needed for identified safety countermeasures.
- **Design** – Design the improvements and prepare PID level plans, specifications, and estimates in accordance with Caltrans Standards and American Association of State Highway and Transportation Officials (AASHTO) Geometric Design guidelines in order to develop competitive Highway Safety Improvement Program (HSIP) applications.

**Contract Term** – Contract amendments are required to modify the terms of the original contract for changes such as extra time, added work, or increased costs and must be done prior to expiration of the original contract. Only work within the original advertised scope of services shall be added by amendment to the contract.

**Method of Payment** – Lump Sum Fee. The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit. Total amount payable to the Consultant shall not exceed \$75,000.

Consultant shall identify in SOQ if there are any other items that they anticipate will need to be addressed in order to be able to have successful HSIP applications and implement projects both on and off the State Highway System.

**Minimum Qualifications of Personnel** – The Consultant shall meet the appropriate minimum qualifications as required by this contract.

**Equipment Requirements** - The Consultant shall have and provide adequate office equipment and supplies to complete the work required by this Contract. Consultant shall have and provide adequate field tools, instruments, equipment, materials, supplies, and safety equipment to complete the required field work and that meet or exceed Caltrans Specifications per the Caltrans Manuals.

**Materials to be provided by the Agency** - Unless otherwise specified in this Contract, the Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate outlined in each Task Order. Materials (if deemed applicable, necessary, and when available from the ACTC) that may be furnished or made available by the ACTC and where listed in the individual Task Orders and this Contract, are for the Consultant's use only, shall be returned at the end of the Contract.

**Work to be performed by the Agency** – ACTC Staff will support consultant in analyzing collision data, organizing stakeholder meetings, and developing a GIS safety and collision database and support maps for the report.

**Conflict of Interest** - Firms submitting SOQs in response to this RFQ must disclose to the ACTC any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consulting services to be awarded pursuant to this RFQ. If this firm has no conflict of interest, a statement to that effect shall be included in the SOQ.

**Insurance**- The consultant shall take out and maintain at all times during the performance of any services to be done under the terms of any contract awarded, a policy or policies of public liability and property damages insurance naming thereon the Amador County Transportation Commission, its officers, agents, and employees, as insured against any liability of any kind arising out of the work to be performed by, or on

behalf of, the consultant. Said policy or policies shall provide coverage in the following minimum amounts: for personal injury - \$500,000 each person, \$1,000,000 each occurrence; for property damages - \$50,000 on account of any one occurrence with an aggregate limit of not less than \$200,000. Said policy or policies shall be satisfactory to the counsel of the Amador County Transportation Commission.



## APPENDIX A – SOQ REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of SOQs by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their SOQs, to simplify the review process, and to help assure consistency in format and content.

SOQ proposals shall contain the following information in the order listed:

### 1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

John Gedney  
Amador County Transportation Commission  
117 Valley View Way  
Sutter Creek, CA 95685

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet-signed in blue ink by the individual authorized to bind the Consultant to the proposal.

### 2. Executive Summary

### 3. Consultant Information, Qualifications & Experience

The ACTC will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

### 4. Organization and Approach

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.

3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

## 5. Scope of Work

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.
4. Provide responses to the following:
  - a. Describe critical issues associated with the project and how you will address these.
  - b. How cost and schedule could be minimized.

## 6. Schedule of Work

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule shown in Appendix C, however, expedited schedules are preferred with justification for timeline feasibility.

## 7. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the ACTC and/or CCOG that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

## 8. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

## 9. Contract Agreement

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as an Attachment 1.

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 31 and 2 CFR Part 200.

## 10. Federal-Aid Provisions

The proposing Consultant's services are federally funded, which necessitate compliance with additional requirements. Special attention is directed to Exhibit C & C-1 in the Sample Contract in Attachment 1, or reviewing the Local Assistance Procedures Manual Exhibit (LAPM) 10-I, Notice to Proposers DBE Information. The proposing Consultant shall complete and submit the following forms with the proposal to be considered responsive.

- Local Agency Proposer DBE Commitment (Consultant Contracts); (LAPM 10-01). **The local agency's current contract DBE Goal is 0%.**

- DBE Information - Good Faith Effort (LAPM 15-H) – Required only if DBE goal is not achieved. It is recommended that proposer prepare and submit a GFE irrespective of meeting the DBE goal.
- Disclosure of Lobbying Activities (LAPM 10-Q)

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement the following forms at the time of award:

- Local Agency Proposer DBE Information (Consultant Contracts) (LAPM 10-02)
- Any other relevant forms required during the project.

Consultant shall demonstrate familiarity of providing services for federally funded projects and has clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

## 11. Cost Proposal

The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

In order to assure that the ACTC is able to acquire professional services based on the criteria set forth in the Brooks Act and Government Code 4526, the proposal shall include a cost proposal for each service of the proposal. Using the Local Assistance Procedures Proposing Consultants will be required to submit certified payroll records, as required. Cost proposal shall be submitted in a *separate sealed* envelope from the proposal. The cost proposal is confidential and will be unsealed after all proposals have been reviewed, and most qualified consultant has been selected. Reference sample cost estimate in Attachment 2 LAPM 10-H, Example #1. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.

Selected Consultant shall comply with Chapter 10 of the Local Assistance Procedures Manual regarding the A&E Consultant Contract Audit and Review process.

**APPENDIX B – PROPOSAL EVALUATION**

**Evaluation Process**

All proposals will be evaluated by a Selection Committee (Committee). The Committee may be composed of ACTC and CCOG staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the ACTC Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFQ. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the ACTC’s requirements as set forth in this SOQ.

The selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Consultants invited to interviews will be required to submit cost proposals in sealed envelopes during the interview. Upon completion of the evaluation and selection process, only the cost proposal from the most qualified consultant will be opened to begin cost negotiations. All unopened cost proposals will be returned at the conclusion of procurement process. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

**Evaluation Criteria**

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any proposal is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualifications & Technical Ability	20
3	Organization & Approach	15
4	Scope of Services to be Provided	15
5	Schedule of Work	10
6	Conflict of Interest Statement	Pass/Fail
7	Experience with similar work	10
8	References	5
<b>Subtotal:</b>		<b>75</b>

No.	Interview Evaluation Criteria	Weight
9	Presentation by team	10
10	Q&A Response to panel questions	15
<b>Subtotal:</b>		<b>25</b>
<b>Total:</b>		<b>100</b>

**1. Completeness of Response (Pass/Fail)**

- a. Responses to this RFQ must be complete. Responses that do not include the proposal content requirements identified within this RFQ and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

**2. Qualifications & Technical Ability (20 points)**

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct systemic safety analysis, traffic engineering, and project design.

**3. Organization & Approach (15 points)**

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- b. Roles and Organization of Proposed Team
  - i. Proposes adequate and appropriate disciplines of project team.
  - ii. Overall organization of the team is relevant to ACTC & CCOG needs.
- c. Project and Management Approach
  - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
  - ii. Team successfully addresses Planning and Programming efforts.

- iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
- d. Roles of Key Individuals on the Team
  - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
  - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
- e. Working Relationship with ACTC & CCOG
  - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
  - ii. Team leadership understands the nature of public sector work and its decision-making process.
  - iii. Proposal responds to need to assist ACTC & CCOG during the project.

**4. Scope of Services to be Provided (15 points)**

- a. Detailed Scope of Services to be Provided
  - i. Proposed scope of services is appropriate for all phases of the work.
  - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables
  - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- c. Cost Control and Budgeting Methodology
  - i. Proposer has a system or process for managing cost and budget.
  - ii. Evidence of successful budget management for a similar project.

**5. Schedule of Work (10 points)**

- a. Schedule shows completion of the work within or preferably prior to the ACTC and CCOG's overall time limits as specified in Appendix C.
- b. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFQ.

**6. Conflict of Interest Statement (Pass/Fail)**

- a. Discloses any financial, business or other relationship with the ACTC & CCOG that may have an impact upon the outcome of the contract or the construction project.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

**7. Experience with similar work (10 points)**

- a. Team members have experience working in rural areas.
- b. Team members have experience working on similar projects.
- c. Some or all of team members have previously worked together on similar project(s).

**8. References (5 points)**

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

**9. Presentation by Team (10 points)**

- a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.

**10. Q&A Response to Panel Questions (15 points)**

- a. Proposer provides responses to various interview panel questions.

Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		20	
3	Organization & Approach		15	
4	Scope of Services to be Provided		15	
5	Schedule of Work		10	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	Experience with Similar Work		10	
8	References		5	
9	Presentation by Team		10	
10	Q&A Response to Panel Questions		15	
<b>Total:</b>			100	

The ACTC retains the right to reject any and all proposals which do not comply with the provisions of this request or for any other reasons deemed appropriate by the ACTC.

**APPENDIX C – RFQ & PROJECT SCHEDULE**

**Project Schedule** – A Gantt chart should be used for evaluations to compare project deliverables, cost, and time frames and can be done in Excel.

**Project Planner**

