

RFP & RFQ Documents

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Introduction

Appendix B consists of a compilation of documents collected to facilitate the consultant evaluation process. These documents consist of various form templates and sample documents.

Public Notice

The Riverside County Transportation Department (COUNTY) is seeking technical proposals from qualified professional engineering and environmental firms to provide services for << description of services to be provided >>.

<< The project is funded in part with federal funds and therefore NEPA compliance will be required through Caltrans District 8 Office of Local Assistance. Under NEPA delegation Caltrans will be the lead agency for NEPA compliance. The County of Riverside will be the lead agency for CEQA compliance. >>

Engineering tasks expected to be performed include:

- Preparation of engineering plans providing horizontal and vertical geometry;
- Analysis of area hydrology and recommendations for drainage facilities;
- Evaluation of soil conditions and development of preliminary structural recommendations;
- Preparation of bridge planning studies;
- Preparation of preliminary cost estimates;
- Preparation of Project Report Equivalent.

Environmental tasks expected to be performed include:

- The preparation of a Preliminary Environmental Study (PES) Form;
- Technical studies and the preparation of the environmental document.

Environmental issues may include:

- Cultural Resources
- Biological Resources
- Hazardous Waste/Materials
- Water Quality/Erosion
- Floodplain, Traffic
- Air Quality
- Noise
- Visual Effects
- Section 4(f) issues
- Growth issues and Climate Change

Firms proposing in response to this RFP will need to:

- Demonstrate competence in the technical engineering services to be provided and an understanding of the work to be performed.
- Demonstrate competence in obtaining environmental clearance of environmentally sensitive projects involving Caltrans Dist 8, FHWA and relevant regulatory agencies.

It is anticipated that all work will be prepared in accordance with COUNTY and/or Caltrans practices, regulations, policies, procedures, manuals, and standards, as appropriate and may include compliance with Federal Highway Administration-requirements.

Consultants wishing to submit Proposals in response to this Request for Proposals (RFP) can download the RFP documents from the County of Riverside Transportation Department web page located at the following web address:

<http://rctlma.org/trans/Engineering-Services/Requests-for-Proposals>

The closing date for submission of proposals in response to this request is << Day, Date >> at 4:00 PM.

**THE
PRESS-
ENTERPRISE**

**CLASSIFIED
ADVERTISING**

PROOF

Printed by: Tinajero, Maria
at: 9:50 am
on: Friday, Nov 13, 2009

Ad #: 10068551

3450 Fourteenth St.
Riverside, CA 92501-3878
1-800-880-0345
951-684-1200
951-368-9018 Fax

Account Information

Phone #: (951) 955-5132
Name: COUNTY OF RIVERSIDE/TLMA
Address: P O BOX 1605

RIVERSIDE CA 92502

Acct #: 305954

Client:

Placed by: Khalid Nasim

Fax #: (951) 955-0923

Ad Copy:

Public Notice

The Riverside County Transportation Department (COUNTY) is seeking technical proposals from qualified environmental and engineering professionals to provide services for the widening of Cajalco Road from two lanes to four lanes between Harvill Avenue and Temescal Canyon Road. The project length is approximately 16 miles.

The services to be performed under this RFP are the environmental and engineering services necessary to obtain environmental clearance for the proposed widening improvements. The environmental firm shall be the prime consultant. Engineering and other services may be performed by the prime or by sub-consultants. The project is funded in part with federal funds and therefore NEPA compliance will be required through Caltrans District 8 Office of Local Assistance. Under NEPA delegation Caltrans will be the lead agency for NEPA compliance. The County of Riverside will be the lead agency for CEQA compliance.

Environmental tasks expected to be performed include the preparation of a Preliminary Environmental Study (PES) Form, technical studies and the preparation of the environmental document. Environmental issues may include Cultural Resources, Biological Resources, Hazardous Waste/Materials, Water Quality/Erosion, Floodplain, Traffic, Air Quality, Noise, Visual Effects, Section 4(f) Issues, Growth issues and Climate Change. Engineering tasks expected to be performed include preparation of engineering plans providing horizontal and vertical geometry, analysis of area hydrology and recommendations for drainage facilities, evaluation of soil conditions and development of preliminary structural recommendations, preparation of bridge planning studies and preparation of preliminary cost estimates and preparation of Project Report (equivalent).

Firms proposing in response to this RFP will need to demonstrate competence in obtaining environmental clearance of environmentally sensitive projects involving Caltrans Dist 8, FHWA and relevant regulatory agencies.

It is anticipated that all work will be prepared in accordance with COUNTY and/or Caltrans practices, regulations, policies, procedures, manuals, and standards, as appropriate and may include compliance with Federal Highway Administration requirements.

Consultants wishing to submit Proposals in response to this Request for Proposals (RFP) can download the RFP from the following web address:

http://www.tlma.co.riverside.ca.us/trans/eng_rfp.html

The closing date for submission of proposals in response to this request is Monday, December 14, 2009 at 4:00 PM. 11/17 - 11/23

Ad Information

Classification: Legals
Publications: Press-Enterprise

Start date: 11-17-09

Stop date: 11-23-09

Insertions: 7

Rate code: LE-County

Ad type: Ad Liner

Taken by: Tinajero, Maria

Size: 2x63.620

Bill size: 128.00x 5.14 agate lines

Amount due: **\$1,088.00**

Public Notice

The Riverside County Transportation Department (COUNTY) is seeking technical proposals from qualified professional engineering and environmental firms to provide services for << description of services to be provided >>.

<< The project is funded in part with federal funds and therefore NEPA compliance will be required through Caltrans District 8 Office of Local Assistance. Under NEPA delegation Caltrans will be the lead agency for NEPA compliance. The County of Riverside will be the lead agency for CEQA compliance. >>

Engineering tasks expected to be performed include:

- Preparation of engineering plans providing horizontal and vertical geometry;
- Analysis of area hydrology and recommendations for drainage facilities;
- Evaluation of soil conditions and development of preliminary structural recommendations;
- Preparation of bridge planning studies;
- Preparation of preliminary cost estimates;
- Preparation of Project Report Equivalent.

Environmental tasks expected to be performed include:

- The preparation of a Preliminary Environmental Study (PES) Form;
- Technical studies and the preparation of the environmental document.

Environmental issues may include:

- Cultural Resources
- Biological Resources
- Hazardous Waste/Materials
- Water Quality/Erosion
- Floodplain, Traffic
- Air Quality
- Noise
- Visual Effects
- Section 4(f) issues
- Growth issues and Climate Change

Firms proposing in response to this RFP will need to:

- Demonstrate competence in the technical engineering services to be provided and an understanding of the work to be performed.
- Demonstrate competence in obtaining environmental clearance of environmentally sensitive projects involving Caltrans Dist 8, FHWA and relevant regulatory agencies.

It is anticipated that all work will be prepared in accordance with COUNTY and/or Caltrans practices, regulations, policies, procedures, manuals, and standards, as appropriate and may include compliance with Federal Highway Administration-requirements.

Consultants wishing to submit Proposals in response to this Request for Proposals (RFP) can download the RFP documents from the County of Riverside Transportation Department web page located at the following web address:

<http://rctlma.org/trans/Engineering-Services/Requests-for-Proposals>

The closing date for submission of proposals in response to this request is << Day, Date >> at 4:00 PM.

CONSULTANT RATING FORM

PROJECT: Project

FIRM: Firm

SCORE:
(0-100)

INTERVIEW: WRITTEN PROPOSAL:

EVALUATOR: Evaluator

DATE: _____

CRITERIA	WEIGHT (1-3)	SCORE (0-10)	TOTAL (WxS) (0-30)	COMMENTS
Proposed Staffing. Relevant experience and availability of the Project Manager and key personnel	2.5			<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Understanding of work to be performed and proposed project approach.	2.5			<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Demonstrated competence in technical services to be provided.	2.5			<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Demonstrated competence in successful management and completion of environmentally sensitive projects involving Caltrans Dist 8, FHWA, and regulatory agencies within past 5 years.	2.5			<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
				<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Consulting Services for the <Project>

Proposal Evaluation Summary for Panel Member <interviewer>

September 30, 2016

Company	Proposed Staff 2.5 Score W Score 0-10 0-25		Understanding & Project Approach 2.5 Score W Score 0-10 0-25		Technical Competence 2.5 Score W Score 0-10 0-25		Recent Relevant Experience 2.5 Score W Score 0-10 0-25		Total Weighted Score 0-100	Rank 0-100	Comments
Company 1											
Company 2											
Company 3											
Company 4											
Company 5											
Company 5											

CONSULTANTS	TOTALS		INTERVIEWER 1		INTERVIEWER 2		INTERVIEWER 3		INTERVIEWER 4		INTERVIEWER 5	
	Ave Rank	Final Rank	Score	Rank								

September 30, 2016

«FirstName» «LastName»
«JobTitle»
«Company»
«Address»
«City», «State» «PostalZip»

RE: Interview Results for the Proposed (name of project) Project.

Dear «Prefix» «LastName»:

Thank you very much for submitting a written proposal in response to our Request for Proposals. The Selection Committee has completed review of the submitted proposals and has prepared a list of firms to be interviewed. Listed below (in alphabetical order) are three firms, which have been selected to be interviewed as the next stage of the selection process.

(name of company 1)
(name of company 2)
(name of company 3)

The proposals were evaluated by a panel of professionals from (names of agencies). Panel members evaluated the proposals independently and the results are based on the combined scores. The selection process was difficult with many capable firms submitting proposals.

The Riverside County Transportation Department sincerely appreciates the interest shown by all the companies who submitted proposals and the great amount of effort expended. We regret not being able to short-list all of the qualified firms, but we do look forward to working with many of you in the future.

Thank you again for your proposal and for your interest in Riverside County Transportation projects.

Very truly yours,

(Name of Contract Administrator)
(Title of Contract Administrator)

September 30, 2016

«FirstName» «LastName»
«JobTitle»
«Company»
«Address»
«City», «State» «PostalZip»

RE: Interview Results for the Proposed (name of project) Project.

Dear «Prefix» «LastName»:

Thank you very much for submitting a written proposal in response to our Request for Proposals. The Selection Committee has completed review of the submitted proposals and has prepared a list of firms to be interviewed.

Listed below are (number of) firms that have been selected to be interviewed as the next stage of the selection process along with each firms designated interview time.

(company 1) (date) @ (time)
(company 1) (date) @ (time)
(company 1) (date) @ (time)

Each firm will be interviewed in (location).

Your presentation should not be more than 20 minutes in length and should address the requirements and issues stated in the RFP. A total time of 50 minutes has been allowed for your interview, made as follows:

- Consultant’s setup and preparation 5 minutes
- Consultant’s presentation 20 minutes
- Questions by panel 20 minutes
- Consultant’s breakdown and exit 5 minutes

Please note that you are required to bring a cost proposal in a sealed envelope to the interview. The cost proposal shall be consistent with the sample format provided in the RFP.

Thank you for your proposal and for your interest in Riverside County Transportation projects. We look forward to your presentation.

Very truly yours,

(Name of Contract Administrator)
(Title of Contract Administrator)

Consulting Services for the <Project>

Interview Evaluation Summary for Panel Member <interviewer>

September 30, 2016

Company	Proposed Staff 2.5 Score W Score 0-10 0-25		Understanding & Project Approach 2.5 Score W Score 0-10 0-25		Technical Competence 2.5 Score W Score 0-10 0-25		Recent Relevant Experience 2.5 Score W Score 0-10 0-25		Total Weighted Score 0-100		Rank 0-100		Comments	
Company 1														
Company 2														
Company 3														
Company 4														
Company 5														
Company 5														

CONSULTANTS	TOTALS		INTERVIEWER 1		INTERVIEWER 2		INTERVIEWER 3		INTERVIEWER 4		INTERVIEWER 5	
	Ave Rank	Final Rank	Score	Rank								



COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY



*Juan C. Perez, P.E., T.E.
Director of Transportation and
Land Management*

Transportation Department

*Patricia Romo, P.E.
Assistant Director of Transportation*

September 30, 2016

«FirstName» «LastName»
«JobTitle»
«Company»
«Address»
«City», «State» «PostalZip»

RE: Interview Results for the Proposed (name of project) Project.

Dear «Prefix» «LastName»:

Thank you very much for your oral presentation. The time and effort your company and staff expended to respond to our selection process is sincerely appreciated. The Selection Committee has completed analysis of the interviewed firms. Although we found all respondents to be capable and qualified, we regret to inform you that the selection committee has selected another firm to provide the desired services. The final ranking is provided below.

1. (name of company 1)
2. (name of company 2)
3. (name of company 3)

The Transportation Department will initiate contract negotiations with the top ranked firm, however, in the event that we are unsuccessful in coming to terms, the Transportation Department will then initiate negotiations with the next ranked firm.

The Transportation Department intends to keep your firms contact information on file for notification of future solicitations on projects needing similar services.

Again, the selection committee sincerely appreciates your interest in Riverside County Transportation projects and we look forward to future opportunities to work with «Company».

Very truly yours,

(Name of Contract Administrator)
(Title of Contract Administrator)



COUNTY OF RIVERSIDE
TRANSPORTATION AND
LAND MANAGEMENT AGENCY



Juan C. Perez, P.E., T.E.
Director of Transportation and
Land Management

Transportation Department

Patricia Romo, P.E.
Assistant Director of Transportation

September 30, 2016

«FirstName» «LastName»
«JobTitle»
«Company»
«Address»
«City», «State» «PostalZip»

RE: Interview Results for the Proposed (name of project) Project.

Dear «Prefix» «LastName»:

Thank you very much for your oral presentation. The time and effort your company and staff expended to respond to our selection process is sincerely appreciated. The Selection Committee has completed analysis of the responding firms and we are happy to inform you that your firm has been selected.

The Transportation Department will be contacting «Company» to initiate contract negotiations. In the event that we are unsuccessful in coming to terms, the Transportation Department will initiate negotiations with the next ranked firm.

Congratulations on your selection and I look forward to working with you and your firm.

Very truly yours,

(Name of Contract Administrator)
(Title of Contract Administrator)

BILLING RATES WORKSHEET

COMPANY:	SCOPE OF WORK:	DATE:
	Project Development On-Call Services	September 30, 2016

COUNTY STAFF TITLE	EQUIVALENT CONSULTANT TITLE	BILLING RATE
MANAGEMENT/ADMINISTRATION		
Project Manager		
Quality Assurance / Quality Control		
Administrative Assistant - Senior		
Administrative Assistant - Associate		
Administrative Assistant		
Public Relations Coordinator		
ENGINEERING		
Engineer - Principal		
Engineer - Senior		
Engineer - Associate		
Engineer		
Engineer Structural - Senior		
Engineer Structural - Associate		
Engineer Structural		
Engineer Traffic		
Technician - Senior		
Technician - Associate		
Technician		
CAD Tech - Senior		
CAD Tech - Associate		
CAD Tech		
Specialist - GIS		
Specialist - Graphics Illustrator		
Specialist - Landscape Architect		
Specialist - Geologist		
Specialist - Lab Technician		
Specialist - Utilities Coordinator		

