

Marin County Project No.: 2019-12  
Federal Project No.: HSIPL-5927 (122)

## **COUNTY OF MARIN**

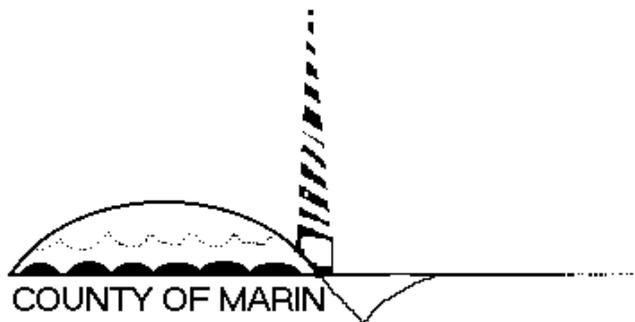
### **Countywide Traffic Signal Improvement Project**

**Request for Proposals**

**For**

**Construction Management Services**

**AUGUST 5, 2022**



**Electronic Proposals Due On**

**September 1, 2022 by 4:00 p.m.**

Submit Electronic Proposals to:  
Betsy Swenerton, Department of Public Works  
[bswenerton@marincounty.org](mailto:bswenerton@marincounty.org)

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## INTRODUCTION

The COUNTY OF MARIN is requesting proposals (RFP) for construction management/resident engineer services, which shall include pre-construction site visit and documentation; project start-up; daily field inspections and documentation; progress meetings; status reports; construction engineering; cost and schedule management; federal grant documentation; and project close out.

The Countywide Traffic Signal Safety Improvement Project will upgrade traffic signal safety at fifty-nine (59) signalized intersections throughout unincorporated Marin County and its cities and towns. In general, the work consists of installing traffic signal heads, pedestrian signal heads, Accessible Pedestrian Signals (APS), push button posts, traffic signal backplates, and reflective backplate tape. At a subset of intersections, the work may include removing and installing new service cabinets, controller assemblies (cabinet, foundation, and controller), traffic signal controllers, and Advance Dilemma Zone Detection systems.

The construction contract was awarded to DC Electric Group, Inc. of Cotati, California on June 14, 2022. Construction is scheduled to commence on October 3, 2022.

See Attachment 1 for the complete project documents. The DBE goal for this project is 20%.

Total estimated amount of this professional service contract is approximately \$75,000 and with a performance period of the contract from the date approved by the County of Marin Board of Supervisors through March 2023.

The proposals submitted in response to this RFP 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 RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants the COUNTY OF MARIN has specifically e-mailed a copy of the RFP to and will be posted on the COUNTY OF MARIN website at:

<https://www.marincounty.org/depts/pw/bids-and-proposals>

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

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

Submit electronic copy in PDF format of the Consultant's proposal. Cost proposal shall **NOT** be submitted with Consultant's proposal at this time. Cost proposals will be

required for Consultants who are short-listed. The complete package shall be emailed to the email address below prior to **4:00 P.M., September 1, 2022**. The email head shall read **“Countywide Signal Project – Construction Management Services.”**

[bswenerton@marincounty.org](mailto:bswenerton@marincounty.org)

Proposals received after the time and date specified above will be considered non-responsive.

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., September 1, 2022.

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

This RFP does not commit the COUNTY OF MARIN 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 COUNTY OF MARIN 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 RFP if it is in the best interests of the COUNTY OF MARIN to do so. Furthermore, a contract award may not be made based solely on price.

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

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

The anticipated consultant selection schedule is as follows:

Proposal review and evaluation:	9/2/2022 – 9/16/2022
Oral interviews, if necessary:	9/19/2022 – 9/23/2022
Cost Negotiation with first ranked consultant:	9/26/2022 – 9/30/2022
Contract Award and Notice to Proceed:	10/3/2022 – 10/07/2022

Any questions related to this RFP shall be submitted in writing to the attention of Betsy Swenerton via email at [bswenerton@marincounty.org](mailto:bswenerton@marincounty.org). Questions shall be submitted before 4:00 PM on August 25, 2022.

No oral questions or inquiries about this RFP shall be accepted.

**PROPOSAL PROTEST PROCEDURES** – Any protest of the proposed award of Contract to the Consultant deemed the most qualified must be submitted in writing to the COUNTY OF MARIN's Public Works Director no later than 5:00 PM of the fifth (5th) business day following the determination of the most qualified Consultant, and

- The initial protest must contain a complete statement of the basis for protest.
- The protest must state the facts and 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, and telephone number of the person representing the protesting party.
- The party filing the protest must concurrently transmit a copy of the initial protest to the Consultant deemed the most qualified.
- The party filing the protest must have submitted a proposal on the Project. A subcontractor of a party filing a proposal on this Project may not submit a Proposal Protest. A party may not rely on the Proposal Protest submitted by another Consultant but must timely pursue its own protest.
- The procedure and time limits set forth in this Section are mandatory and are the Consultant's sole and exclusive remedy in the event of a Proposal Protest. The Consultant's failure to fully comply with these procedures shall constitute a waiver of any right to further pursue the Proposal Protest, including filing of a challenge of the award pursuant to the California Public Contracts Code, filing of a claim pursuant to the California Government Code, or filing of any other legal proceedings.
- The COUNTY OF MARIN shall review all timely protests prior to formal award of the contract. The COUNTY OF MARIN shall not be required to hold an administrative hearing to consider a timely protest but may do so at the option of the COUNTY OF MARIN's Public Works Director. At the time of the COUNTY OF MARIN's Board of Supervisors' consideration of the award of the contract, the COUNTY OF MARIN's Board of Supervisors shall consider COUNTY OF MARIN Counsel's assessment of the merits of any timely protests. The DPW Director may 1) request additional information, 2) deny the protest and award to the most qualified Consultant, 3) accept the protest and award the contract to the next qualified Consultant or 4) reject the protest and award to the most qualified Consultant.

These proposal protest procedures shall not limit the COUNTY OF MARIN's ability to reject all proposals.

## BACKGROUND AND PROJECT DESCRIPTION

In 2018 Marin County, in coordination with the Transportation Authority of Marin and the 11 cities and towns with Marin County, developed a Systemic Safety Analysis Report (SSAR) that included a detailed analysis of traffic collisions across the County. The SSAR identified safety countermeasures at many different locations in the County, including several signalized intersections.

Marin County Public Works used the SSAR recommendations to secure federal grant funds through the Highway Safety Improvement Program (HSIP) Cycle 9 for a Countywide Traffic Signal Improvement Project (project) that spans across all the Marin agencies. The grant will fund 100% of the construction cost of the project up to a maximum of \$2,300,000.

The project will implement the various safety countermeasures at 59 signalized intersections throughout Marin County. A Memorandum of Understanding (MOU) has been implemented with each of the 9 cities and towns within Marin County that have signalized intersections being improved by the project. Marin County is acting as the implementing agency for the project.

On June 14, 2022, the Marin County Board of Supervisors awarded the construction contract to DC Electric Group, Inc.

Consultant shall have experience in implementing traffic signal projects, as well as administering federal projects. Consultants will be required to provide samples of previous traffic signal project management and federal projects, as part of the proposal requirements.

The project is Federally funded through the Highway Safety Improvement Program (HSIP) and is being administered by the Caltrans Local Assistance Division. The total project construction cost is estimated to be approximately \$1,600,000.

## SCOPE OF WORK

### General:

The COUNTY OF MARIN is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to managing the Countywide Signal Safety Project through the construction phase.

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

1. Federal laws, State laws, and Local laws
2. Caltrans Local Assistance Project Manual (LAPM)
3. 2018 Caltrans Construction Contract Standards (Plans and Specifications)
4. Highway Design Manual
5. 2018 Marin County Uniform Construction Standards

The Consultant shall comply with all insurance requirements of the COUNTY OF MARIN, included in the sample contract in Attachment 2.

### Services to be Provided:

The Consultant selected shall provide all construction management and inspection services for the Countywide Traffic Signal Safety Project.

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

- **Pre-Construction Document/Scope Review** – The Consultant shall study the contract drawings and specifications to become familiar with the project scope at all 59 signalized intersections included in the project.
- **Project Start-Up** – The Consultant shall assemble project files and establish a web-based share file site that the County has access to.
  - Deliverables: Digital record keeping-system that includes specific folders for all federally required paperwork in addition to standard construction documentation like RFIs, Submittals, Change Orders, etc.
- **Daily Field Inspections and Project Documentation** – The Consultant shall be responsible for onsite inspection of construction activities to ensure contract work adheres to the contract documents, Federal standards, County standards and project schedule. County of Marin will contract with Special Inspection firm, Consultant shall coordinate all inspections with Contractor and maintain

documentation. The construction inspectors' responsibility will include but not necessarily be limited to the following:

- Document all construction activity in Daily Reports
  - Create a Scope Tracking Matrix and update it weekly for distribution by the County to partner jurisdictions
  - Prepare weekly summary reports for distribution to partner jurisdictions
  - Coordinate all material special inspections and documentation
  - Verify all material arriving onsite is certified and documented in the project files (Buy America)
  - Verify construction material quantities
  - Verify placement of pedestrian pushbutton pedestals are ADA compliant prior to demolition and installation
  - Prepare 3-week look ahead schedules for distribution to partner jurisdictions
  - Monitor traffic control operations
- **Progress Meetings** –The Consultant will conduct weekly progress meetings to review project status, potential scope changes, RFIs, pending change orders, completed and upcoming work, material or construction delays, schedule updates, and anything relevant that has an impact on the construction project.
    - Deliverables: The Consultant shall provide agendas and meeting minutes for all project meetings.
  - **Status Reports and Documentation** – The Consultant shall be responsible for Submittal management, RFI management, Change Order management, and the following Reports:
    - Weekly Statement of Working Days
    - Progress Meeting Minutes
    - Field Directive Log
    - Change order tracking
  - **Construction Engineering/Management** – The consultant shall manage the day- to-day construction activities with the contractor. He will be accessible to the County at all times. The Construction Manager will be responsible for keeping the County informed of the progress of the project, changes that may be needed, pay estimate input and releasing information to the public. In addition, our Construction Manager will complete all contract administration documentation in a timely, accurate and orderly fashion.

Construction Manager's responsibilities include:

- Ensure all documentation and certifications for materials (Buy America, etc.) is received from the Contractor and file with required federal aid documents.
- Ensure all material testing and special inspections are completed – file documentation with project files and federal aid documents.

- Continuous communication and coordination with the contractor through regular progress meetings.
  - Review and routing of project submittals and RFIs.
  - Prepare project pay estimates and maintain records associated with the project's federal funding requirements.
  - Accept work performed or, if work is rejected, work with contractor to correct construction errors.
  - Prepare and approve Contract Change Orders.
  - Provide claims management.
  - Monitor permit compliance.
  - Monitor ADA compliance.
  - Confirm labor compliance.
  - Develop a project punch list and make recommendations for project acceptance.
  - Prepare As-Built plans.
  - Maintain an up-to-date construction file containing all records associated with the construction of the project.
  - Maintain an up-to-date grant-required documentation that follows the filing method and criteria of the LAPM.
  - All project records to be stored on a web-based file sharing site that the County has full access to.
- **Cost and Schedule Management** – Consultant will continually review the construction progress and perform field measurements and quantity calculations. Each month, Consultant will provide accurate calculations for all work items completed and accepted to provide progress payment recommendations to the County. Consultant will review the contractor's progress pay estimate request and schedule of values to assess if they are reasonable and will compare this to the field measurements and quantity calculations.
  - **Project Close Out** – Consultant will verify completion of punch list items, prepare recommendations for final acceptance of the project, review as-builts for accuracy and completeness, prepare and recommend final payment, and transmit all construction documentation to the County, including all federal documentation required by the grant.

At the completion of the project, consultant will provide the County with the following:

- All contract files and records (hard & electronic files)
- All project documentation required for federal grant close out
- Annotated journal of photos and thumb drive of digital photos
- As-built project schedule
- As-built drawings

## APPENDIX A – PROPOSAL REQUIREMENTS

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

Proposals shall contain the following information in the order listed:

### 1. Introductory Letter

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

Betsy Swenerton, Senior Project Manager  
3501 Civic Center Drive, Room 304  
San Rafael, CA 94913

The letter shall be on Consultant's 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 electronically signed by the individual authorized to bind the Consultant to the proposal.

### 2. Executive Summary

### 3. Consultant Information, Qualifications & Experience

The COUNTY OF MARIN will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects, **preferably projects that include traffic signal scope**. 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 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 Construction Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the team 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 your cost control and budgeting methodology for this project.

#### **6. Schedule of Work**

Construction will commence in early October 2022. Consultant must be capable of beginning work based on a Notice to Proceed on October 3, 2022.

#### **7. Conflict of Interest Statement**

The proposing Consultant shall disclose any financial, business, or other relationship with the COUNTY OF MARIN 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.

#### **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 need changes to the proposed contract agreement included as Attachment 3. The COUNTY OF MARIN

reserves the right to reject any proposal that provides changes to the contract agreement not acceptable to the COUNTY OF MARIN. If the attached contract agreement has been revised by the COUNTY OF MARIN, the Consultant accepts all terms and conditions of the revised contract agreement.

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 Attachment 3 – 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. These forms and instructions are provided for the proposer in Attachment 3.

- Consultant Proposal DBE Commitment (LAPM 10-O1). **The local agency's current contract DBE Goal is 20%.**
- 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), if applicable

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:

- Consultant Contract DBE Commitment (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

**Cost Proposal shall only be required from Consultants who have been short listed by the COUNTY OF MARIN after review of all Consultant's proposals.**

Consultants who have been short listed will be notified to prepare a cost proposal and must submit to the COUNTY OF MARIN prior to their interview. Cost proposal shall be submitted in a sealed envelope.

The Consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit **or** the Consultant is reimbursed for costs incurred and receives an additional predetermined amount as a fixed fee (profit).

In order to assure that the COUNTY OF MARIN 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. Proposing Consultants will be required to submit certified payroll records, as required. 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 3 LAPM 10-H, Example #1. Consultant shall either prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks or prepare a Cost-Plus-Fixed Fee estimate with progress payments at defined milestones/tasks.

Selected Consultant shall comply with Chapter 10.1.3 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 COUNTY OF MARIN Selection Committee (Committee). The Committee may be composed of COUNTY OF MARIN 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 COUNTY OF MARIN 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 RFP. 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 COUNTY OF MARIN requirements as set forth in this RFP.

The selection process will include virtual oral interviews for the top three highest ranked Consultants (short listed). The Consultant will be notified of the time and provided a zoom link for the oral interviews and if any additional information that may be required to be submitted.

Upon completion of the evaluation and selection process, the cost proposal from the most qualified consultant will be opened to begin cost negotiations. All unopened cost proposals will be shredded 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 project is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP 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 RFP.
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 RFP 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 RFP 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 RFP 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 & Experience	20
3	Organization & Approach	15
4	Scope of Services to be Provided	15
5	Conflict of Interest Statement	Pass/Fail
6	Familiarity with state and federal procedures	15
7	References	10
	<b>Subtotal:</b>	<b>75</b>

No.	Interview Evaluation Criteria	Weight
8	Presentation by team	10
9	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 RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP 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 & Experience (20 points)**

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct traffic engineering services on both federal and nonfederal-aid projects.

**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. Some or all of team members have previously worked together on similar project(s).
  - iii. Overall organization of the team is relevant to COUNTY OF MARIN 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 Site 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 COUNTY OF MARIN
  - 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 COUNTY OF MARIN 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 COUNTY OF MARIN overall time limits as specified on page 8.
- 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 RFP.

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

- a. Discloses any financial, business or other relationship with the COUNTY OF MARIN 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. Local Presence (5 points)**

- a. A statement addressing firm's ability to establish an office within the County or surrounding area.

**8. References (10 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	Local Presence		5	
8	References		10	
9	Presentation by Team		10	
10	Q&A Response to Panel Questions		15	
<b>Total:</b>			100	