

ATTACHMENT B: SELECTION CRITERIA

Evaluation Process

FORA staff will determine responsiveness and evaluate all quotes submitted. The evaluation process will consider all required information below. Each criterion will be scored based upon a pre-determined point system described below. The highest score will be selected.

Evaluation Criterion & Weights

Criteria	Points	
Cost	30	$\frac{\text{Lowest Bid}}{\text{Other Bid}} \times (\text{Max Points}) = \text{'Other Bid' awarded points}$
	15	Does the proposal include the list labor rates? for sub-consultants?
Schedule	20	Does the proposer appear to be capable of handling and resolving unanticipated complications and delays without interrupting the delivery of services?
	20	How feasible are the proposed timelines for performance?
Fully Responsive	5	Proof of DLIR Registration?
Local Preference	1	Has the proposer provided a statement certifying his/her/their office has been located in the Monterey, Santa Cruz, San Benito counties for two (2) years +?
Local Hire Preference	1-9	% of workforce that resides in Monterey, Santa Cruz, or San Benito counties. 1-24%=1pts, 25-50%=3pts, 51-70%=5pts, 71-85%=7pts, 86-100%=9pts
Total		

GENERAL PROVISIONS

1. Letters of Certification for Local Preference

Bidders must submit a brief letter certifying:

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

2. Site Availability

The Site will be available for viewing (non-mandatory site-walk) August 23 thru September 3. Contact Peter Said to set up an appointment.

3. Standard Agreement

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

4. Question and Clarification Process

Inquiries and requests regarding this RFQ shall be submitted in writing to Peter Said at peter@fora.org, subject line: *S201-RFQ1 Clarification*. Written questions will be answered in writing via an addendum posted on the FORA website www.fora.org and sent to RFQ respondents. Oral statements concerning the meaning or intent of the contents of this RFQ by any person will be considered invalid.

5. Award of Contract

A "Notice of Intent to Award" will be posted publicly for three (3) consecutive FORA business days prior to an award. Written/e-mail notification will be made to the unsuccessful respondents. RFQ's/Bids will become public documents subject to disclosure laws and submittal disposition below. Evaluation methodology and basis for qualification are described in Section IV.

6. Prevailing Wage

The Respondent must demonstrate compliance with the following FORA Prevailing Wage Requirement per FORA Master Resolution §1.01.050 and §3.03.090, as determined by the Director of the Department of Industrial Relations under Division 2, Part 7, Chapter 1 of the California Labor Code to workers performing "First Generation Construction." Respondents shall demonstrate experience complying with, as applicable, all local, State, and federal public works laws, including, but not limited to, Department of Industrial Relations bidding requirements, contractor registration, and any additional requirements.

7. Submittal Disposition

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

8. Non-Endorsement

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