



**INYO COUNTY  
DEPARTMENT OF PUBLIC WORKS**

Request for Proposals for Engineering Consultant Services

In support of

Inyo County Courthouse HVAC System Upgrade Design Project

County Project ZP 22-002

Release: February 7, 2022

Due Date: March 7, 2022

Inyo County Department of Public Works  
168 N. Edwards Street / PO Drawer Q  
Independence, CA 93526

**TABLE OF CONTENTS**  
**Request for Proposals**

**Inyo County Courthouse HVAC System Upgrade Design Project**

INTRODUCTION .....	3
PROJECT DESCRIPTION AND BACKGROUND.....	5
SCOPE OF WORK.....	7
APPENDIX A – PROPOSAL REQUIREMENTS.....	10
APPENDIX B – PROPOSAL EVALUATION.....	13
APPENDIX C – PROPOSED PROJECT SCHEDULE FROM GRANT APPLICATION .....	17

## INTRODUCTION

The Inyo County Department of Public Works is requesting proposals for Engineering Consultant services.

The Inyo County Courthouse HVAC System Upgrade Design Project is part of a larger effort to improve the efficiency of the Inyo County Courthouse energy use and reduce overall pollution. The Inyo County Courthouse is on the national historical register [ <https://catalog.archives.gov/id/123858828> ]. The Consultant is expected to thoroughly understand and will be required to follow all pertinent local, State, and Federal laws and regulations.

This project is funded through the Great Basin Unified Air Pollution Control District Clean Air Projects Program (CAPP) II Fund. Total amount payable to the Consultant shall not exceed available funding and consultant cost proposals will be evaluated on the basis of fair and reasonable prices for the work specified. Performance period of the contract will be from the date approved by the Inyo County Board of Supervisors to the completion of the Design phase, bid documents, and bid clarifications.

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 and Clarifications, if issued, will be sent to all prospective Consultants the County has specifically e-mailed a copy of the RFP to and will be posted on the County website at: <https://www.inyocounty.us/services/county-administrators-office/bid-request-rfp>

It shall be the Consultant's responsibility to check the County website to obtain any addenda that may be issued. All addenda and clarifications will be posted and distributed a minimum of 72 hours prior to due date.

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

Submit three (3) hard copies and one (1) electronic copy in PDF format of the Consultant's proposal. The hard copies shall be mailed or submitted to the below address prior to **4:00 PM, DUE DATE: March 7, 2022**.

Inyo County Public Works  
168 N. Edwards Street/ PO Drawer Q  
Independence, CA 93526  
Attn: Elsa Fitch

Proposals shall be submitted in a sealed package clearly marked "**Inyo County Courthouse HVAC System Upgrade Design Project -Engineering Consultant Services**".

Proposals 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., March 7, 2022.

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

This RFP does not commit the County 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 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 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 Inyo County Board of Supervisors.

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: March 7, 2022 – March 14, 2022

Oral interviews (if needed): March 14, 2022 – March 16, 2022

Cost Negotiation with first ranked consultant: March 16, 2022 – March 23 2022

Contract Award and Notice to Proceed: March 24, 2022

Any questions related to this RFP shall be submitted in writing to the attention of Elsa Fitch via email at [efitch@inyocounty.us](mailto:efitch@inyocounty.us). Questions shall be submitted before 4:00 PM on March 7, 2022

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

## PROJECT DESCRIPTION AND BACKGROUND

The Inyo County Courthouse HVAC System Upgrade Design project aims to update the Courthouse heating and cooling systems, reduce the overall energy usage and pollution created by heating and cooling the Courthouse, and remove ahistorical and/or temporary heating and cooling solutions. Inyo County is interested in innovative solutions that may include PV Solar, geothermal ground loops, traditional HVAC, or other systems that will best serve this nationally registered historic building and improve the efficiency thereof.



Figure 1: Satellite view of Courthouse and surrounding area

The Inyo County Courthouse currently is heated by a propane-fueled steam boiler (installed 1997) with historic steam radiators and cooled by a combination of split units, roof-mounted AC, and temporary window units. The Inyo County Courthouse is a concrete structure with walls and floors made of poured concrete ranging 6"-8". It has a flat roof with two skylights and a 3' raised façade surrounding it. There are currently several large cooling units placed on the roof that cool the third floor only, supplemented by window units. The second floor is cooled solely by window units. The ground floor is cooled by split units and window units.

In January 2021 the Great Basin Unified Air Pollution Control District (GBUAPCD) took action to provide block grants to each of the four agencies with membership on the District Board for projects that reduce air pollution. The grant awarded to Inyo County includes the overall budget for the design phase of the Inyo County Courthouse HVAC System Upgrade Project, and it is expected that all funds will be utilized by June 30, 2022.

As a nationally registered historical building, of local significance [NHR Reference # 97001664 <https://catalog.archives.gov/id/123858828> ] certain guidelines and restrictions must be followed in any design considerations that alter the Inyo County Courthouse. The Consultant is required to check their plans with an appropriate authority on restoration / rehabilitation of historical buildings. The U.S. Department of the Interior through the National Park Service offer the following guidelines of HVAC systems specifically in historical buildings [ <https://www.nps.gov/tps/standards/rehabilitation/guidelines/hvac.htm> ]:

<b>Heating, Ventilating and Air Conditioning (HVAC) and Air Circulation (NPS)</b>	
<b>Recommended</b>	<b>Not Recommended</b>
<b>Retaining and maintaining functional and efficient HVAC systems.</b>	Replacing existing HVAC systems without testing their efficiency first.
<b>Upgrading existing HVAC systems to increase efficiency and performance within normal replacement cycles.</b>	Replacing HVAC systems prematurely when existing systems are operating efficiently.
<b>Installing an energy-efficient system that takes into account whole building performance and retains the historic character of the building and site when a new HVAC system is necessary.</b>	Installing an inefficient HVAC system or installing a new system based on pre-retrofit building performance when a smaller system may be more appropriate.
<b>Supplementing the efficiency of HVAC systems with less energy-intensive measures, such as programmable thermostats, attic and ceiling fans, louvers and vents, where appropriate.</b>	
<b>Retaining or installing high efficiency, ductless air conditioners when appropriate, which may be a more sensitive approach than installing a new, ducted, central air-conditioning system that may damage historic building material.</b>	Installing through-the-wall air conditioners, which damages historic material and negatively impacts the building's historic character.
	Installing a central HVAC system in a manner that damages historic building material
<b>Installing new mechanical ductwork sensitively or using a mini-duct system, so that ducts are not visible from the exterior and do not adversely impact the historic character of the interior space</b>	Installing new mechanical ductwork that is visible from the exterior or adversely impacts the historic character of the interior space.
<b>Leaving interior ductwork exposed where appropriate, such as in industrial spaces, or when concealing the ductwork would destroy historic fabric.</b>	Leaving interior ductwork exposed in highly-finished spaces where it would negatively impact the historic character of the space.
<b>Leaving interior ductwork exposed and painting it, when concealing it would negatively impact historic fabric, such as a historic pressed metal ceiling.</b>	Leaving exposed ductwork unpainted in finished interior spaces, such as those with a pressed metal ceiling.
<b>Placing HVAC equipment where it will operate effectively and efficiently and be minimally visible and will not negatively impact the historic character of the building or its site</b>	Placing HVAC equipment in highly-visible locations on the roof or on the site where it will negatively impact the historic character of the building or its site.
<b>Commissioning or examining the performance of the HVAC system and continuing to examine it regularly to ensure that it is operating efficiently.</b>	Installing a new HVAC system without commissioning or testing its efficiency after installation.
<b>Investigating whether a geothermal heat pump will enhance the heating and cooling efficiency of the building before installing one.</b>	Installing a geothermal heat pump without evidence that it will improve the heating and cooling efficiency of the building.
	Installing a geothermal system where there is a significant landscape or where there are archeological resources that could be damaged.

## SCOPE OF WORK

### General:

The County is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to advancing the Inyo County Courthouse HVAC System Upgrade Design Project to and through the design phase with additional tasks for bidding assistance.

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
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

### Services to be Provided:

The Consultant selected shall provide all services to complete the design phase for the Project.

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

- **Project Management** – An Inyo County Engineer, in responsible charge, will serve as the contract manager and direct liaison between the Consultant and the Inyo County Public Works Department. The consultant shall be responsible for project management activities throughout the life of the contract and the scope of activities includes but is not limited to: coordinating and being responsible for scheduling meetings, managing the project schedule, preparing and distributing minutes, field reviews, tracking action items for the County and consultant sub-contractors, and preparing all submissions for the County to submit to required parties. 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.
- **Preliminary Engineering Studies** – The Consultant is responsible for developing design concepts and related activities needed to establish the parameters for final design of the Inyo County Courthouse HVAC System Upgrade. The Consultant, through their licensed professional architect or otherwise qualified individual, shall be responsible for historic compliance and review.
- **Environmental Studies and Documentation** (ONLY IF environmental document required) – Complete any required environmental review; including preparation of any required technical studies to complete the CEQA document. In case of any scope change due to project site conditions, the Consultant will provide all required professional environmental services necessary to obtain environmental clearance. The Consultant will also ensure the project design and construction documents comply with the requirements of the environmental document and any regulatory agency permits. Depending on final scope of the HVAC system design, Environmental Studies may not be required.
- **Design** – Design the improvements and prepare the plans, specifications, and estimates in accordance with technical and historical guidelines to achieve project objectives. Consultant shall examine and present project alternatives, as necessary, which complete project goals within construction budget and schedule.
- **Bid Process** – Provide an electronic copy of the final approved plans and specifications, a mylar / archival copy of the final approved plans, and a hard copy of the final approved specifications. The

electronic copy of the plans shall be provided as both AutoCAD files and PDF files, and the electronic copy of the specifications shall be provided in both Microsoft Word format and PDF format. The County will be responsible for making copies of contract documents and will distribute to plan rooms and Consultants. Consultant shall respond to questions that arise during the bidding phase and prepare addendums which will be distributed by the County as necessary.

- **Services during Construction (optional task, as needed)** – The Consultant Engineer shall participate in the pre-bid construction meeting to assist in any clarifications. The Consultant shall continue providing services after awarding the construction contract, such as reviewing Contractor submittals, shop plans, and calculations, responding to Request for Information (RFI), preparing and/or reviewing change orders, supporting the County on Contractor claims, and performing field visits or meetings. Revisions to the plans caused by a need for clarification or adjustments due to field conditions differing from plans shall be performed by the Consultant as part of the fixed fee. The Consultant Engineer shall be responsible for reviewing all submittals from the Contractor and recommending approval or dictating any changes that need to be made.

**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** – Actual Cost Plus Fixed Fee. The consultant is reimbursed for actual costs incurred and receives an additional predetermined amount as a fixed fee (profit). The contract cost proposal must identify all key employees and/or classifications to be billed. New key employees and/or classifications must be approved by the County before the incur work on the contract or the costs can be questioned or disallowed.

\*Consultant shall identify in proposal if there are any other items that they anticipate will need to be addressed in order to successfully implement the project.

**Minimum Qualifications of Personnel** – The Consultant shall meet the appropriate minimum qualifications as required by the scope of work included in this RFP.

**Corrections** – Corrections or revisions to the Design Calculations, Plans, Specifications, Quantity Calculations, Engineer's Estimate and other documents prepared by the Consultant are anticipated and shall be considered a part of the normal design process. **No extension of time or fees shall be allowed for corrections as described herein above.**

**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.

**Quality Control/Assurance Measures** – Implement and maintain quality control procedures to manage conflicts, ensure product accuracy, and identify critical reviews and milestones. Also, provide knowledge, experience, and familiarity with Quality Control and Quality Assurance (QC/QA) for California Test Methods and laboratories if necessary.

**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 approved delivery schedule, cost estimate, and available funding.

**Work to be performed by the Agency** – The County will manage the Consultant contract and attend meetings. The County will complete the Request for Allocation (RFA) and Contract Award processes through the project.

**Conflict of Interest Requirements** - Throughout the term of the awarded contract, any person, firm or subsidiary thereof who may provide, has provided or is currently providing Design Engineering Services and/or Construction Engineering Services under a contractual relationship with a construction Consultant(s) on any local project listed in this Scope of Work must disclose the contractual relationship, the dates and the nature of the services. The prime consultant and its subcontractors shall also disclose any financial or business relationship with the construction Consultant(s) who are working on the projects that are assigned for material Quality Assurance services through task orders on the contract.

Similar to the disclosures regarding Consultants, all firms are also required to disclose throughout the term of the awarded contract, any Design Engineering services including claim services, Lead Project Management services and Construction Engineering Services provided to all other clients on any local project listed in this Scope of Work.

In addition to the disclosures, the Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

The Consultant shall ensure that there is no conflict before providing services to any construction contractors on any of the agency's projects' listed in this Scope of Work. The submitted documentation will be used for determining potential conflicts of interest.

If a Consultant discovers a conflict during the execution of an assigned task order, the Consultant must immediately notify the Contract Manager regarding the conflicts of interest. The Contract Manager may terminate the Task Order involving the conflict of interest and may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify the Contract Manager may be grounds for termination of the contract.

Some examples of conflict of interest are the following:

- Certified Materials Tester(s) or Plant Inspector(s) from the same company that performs Quality Control for the Consultant and Quality Assurance for the County on the same project.
- Providing services to construction Contractor's subcontractors, fabricators, equipment installer, material suppliers and other firms associated with the projects listed in the Contract can be a potential conflict of interest when such Contractor teams are identified.

**Project Schedule** - In order to assess duration and resources, the project planning and scheduling of tasks should be done in advance using an appropriate scheduling method. Consultants must be able to execute project within Project Schedule and Inyo County deadlines

## **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:

Elsa Fitch  
Inyo County Public Works  
PO Drawer Q  
Independence, CA 93526

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 County 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 and clearly indicate project deliverables for each task and phase of your work.
3. Describe your cost control and budgeting methodology for this project.
4. Provide responses to the following:
  - a. Describe any critical engineering design issues associated with the project and how you will address these.
  - b. Describe any critical environmental issues and how you will address these. If there are concerns with the environmental document expiring prior to Construction occurring due to current STIP programming, explain potential solutions or steps needed to ensure compliance.
  - c. Describe any steps that could be taken to minimize cost and schedule.

## **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. Identify any concerns or potential solutions regarding the current programmed fiscal years for phases.

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

The proposing Consultant shall disclose any financial, business or other relationship with the County 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 Attachment 2.

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.

## **10. Cost Proposal**

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

In order to assure that the County 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. 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 the most qualified consultant has been selected. Consultant shall prepare an Actual Cost-Plus-Fixed Fee estimate with monthly progress payments.

## APPENDIX B – PROPOSAL EVALUATION

### Evaluation Process

All proposals will be evaluated by a County of Inyo Selection Committee (Committee). The Committee may be composed of County 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 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's requirements as set forth in this RFP.

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 or will be destroyed accordingly. 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	15
3	Examples / Similar Projects	15
4	Organization & Approach	15
5	Scope of Services to be Provided	20
6	Schedule of Work	10
7	Meet Inyo County Deadline	5
8	Conflict of Interest Statement	Pass/Fail
9	Local Presence	10
10	References	10
11	Ability to Enter into Contract 146.1	Pass/Fail
<b>Subtotal:</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 (15 points)**

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

**3. Examples / Similar Projects Completed (15 points)**

- a. Any projects that are of a similar size and scope to this project completed by the Consultant in the last five years, including examples of schedule and pricing.

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

- a. Describes familiarity with 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 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 the County
  - 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 during the project.

**5. Scope of Services to be Provided (20 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.

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

- a. Schedule shows completion of the work within or preferably prior to the County'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 State-Aid compliance.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

**7. Meet Inyo County Deadline (5 points)**

- a. Consultant demonstrates ability to perform Design project within necessary Inyo County deadlines.

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

- a. Discloses any financial, business or other relationship with the County 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.

**9. Local Presence (10 points)**

- a. Provide a statement addressing firm's ability to establish an office within the County or surrounding area. The firm should be reasonably available and responsive regarding any on-site needs.

**10. 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.

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	
2	Qualifications & Experience		15	
3	Examples / Similar Projects		15	
4	Organization & Approach		15	
5	Scope of Services to be Provided		20	
6	Schedule of Work		10	
7	Meet Inyo County Deadline		5	
8	Conflict of Interest Statement	N/A	Pass/Fail	
9	Local Presence		10	
10	References		10	
11	Ability to Enter into Contract 146.1	N/A	Pass/Fail	
<b>Total</b>				

Oral interviews may be required by Inyo County in the instance that two or more Consultant bid packages are scored evenly. In the instance that oral interviews are required, the following shall be considered for up to an additional twenty points (coming to a possible 120 point total for a project proposal):

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

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

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

- a. Proposer provides responses to various interview panel questions

## APPENDIX C – PROPOSED PROJECT SCHEDULE FROM GRANT APPLICATION

### Project Schedule –

<b>General Schedule Overview per Grant Application</b>	<b>Start Date</b>	<b>Duration</b>	<b>End Date</b>
RFP Advertising	02/07/2022	21	03/07/2022
Proposal Review	03/07/2022	7	03/14/2022
Oral Interviews	03/14/2022	2	03/16/2022
Consultant Selection and Price Negotiation	03/16/2022	12	03/31/2022
Enter into Contract	03/31/2022	14	04/14/2022
Project Design	04/14/2022	120	08/12/2022