



County of Inyo  
Inyo County Local Transportation Commission



**REQUEST FOR PROPOSALS**

**Contract to Prepare an Inyo County Electric Vehicle Charging Infrastructure Network Plan**

**Date Released: February 1, 2024**

**Inyo County Local Transportation Commission  
P.O. Drawer Q  
168 N. Edwards Street  
Independence, CA 93526**

**Proposals are due prior to 4:00 P.M., March 28th, 2024**

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## **INTRODUCTION**

The County of Inyo, State of California, is requesting proposals (RFP) for an independent consultant to provide Transportation Planning services to prepare the Inyo County Electric Vehicle Charging Infrastructure Network Plan (Plan). The Plan will be funded with Sustainable Communities Competitive Grant dollars requiring the Consultant to follow all pertinent local, State, and Federal laws and regulations.

The County of Inyo, through its Public Works Department, seeks to obtain an independent consultant with expertise in transportation planning and a high-level understanding of zero emission technology. The Inyo County Local Transportation Commission (ICLTC) serves as the Regional Transportation Planning Agency (RTPA) for Inyo County.

## **SETTING**

Inyo County is located near the center of California (from north to south) and adjacent to the eastern edge of California. The western edge of the County is the crest of the Sierra Nevada mountain range and the east edge is the State of Nevada. Inyo County is a large, rural county. The County is the second largest county in California, comprising more than 10,142 square miles. The County has a wide range of topography, including the highest point in the contiguous United States (Mt. Whitney at 14,505 feet above sea level) and the lowest point in the western hemisphere (Badwater Basin in Death Valley at 282 feet below sea level).

The 2020 census estimated the population of Inyo County to be 19,016 people. The County has very slow growth rates largely due to a lack of privately owned land. Only about 1.7% of the County is in private ownership. The remaining 98.3% is owned by the National Park Service, Forest Service, Bureau of Land Management, Department of Defense, City of Los Angeles, or the State of California. The 1980 census estimate for Inyo County was 17,895.

## **RESPONSE TO THIS RFP**

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 has specifically e-mailed a copy of the RFP to and will be posted on the Inyo County Local Transportation Commission website at:

<https://www.inyocounty.us/services/public-works/inyo-county-local-transportation-commission>

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

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

Submit five (5) hard copies and one (1) electronic copy in PDF format on a CD/DVD or USB flash drive of the Consultant's proposal. The hard copies and CD/DVD/USB shall be due at the Inyo County Public Works address prior to **4:00 P.M., March 28, 2024**. Proposals shall be submitted in a sealed

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package clearly marked **“Inyo County Electric Vehicle Charging Infrastructure Network Plan – Planning Services”** and addressed as follows:

Justine Kokx, Transportation Planner  
Inyo County Public Works  
P.O Drawer Q  
168 N. Edwards St.  
Independence, CA 93526

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

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 28, 2024**.

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. Inyo 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 29 - April 4, 2024**

Oral interviews (if applicable): **April 5 – April 11, 2024**

Cost Negotiation with first ranked consultant: **April 5 – April 19, 2024**

Contract Award and Notice to Proceed: **May 7, 2024**

Any questions related to this RFP shall be submitted in writing to the attention of Justine Kokx via email at [jkokx@inyocounty.us](mailto:jkokx@inyocounty.us). Questions shall be submitted before 5:00 PM on **March 21, 2024**.

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

## **PROJECT DESCRIPTION AND BACKGROUND**

The lack of sufficient EV charging infrastructure is a concern in Inyo County. Inyo County was a successful recipient of the Caltrans Sustainable Transportation Planning Grant (Sustainable Communities Technical sub-category) to develop an Electric Vehicle Charging Infrastructure Network Plan. This Plan will result in effectively placed EV and electric device charging facilities that contribute to the state and nationwide charging network. After identifying appropriate locations for EV charging stations, the Plan will clearly define implementation steps for the County and partners to acquire capital funding, obtain necessary approvals and permits, and install chargers in timely manner. The Plan will outline a path forward to install effective and equitable EV charging infrastructure throughout Inyo County and to electrify the county-owned vehicle fleet by gathering data, evaluating the physical and financial feasibility of expanding the charging network within the county, and conducting a site analysis for EV charging locations, with an emphasis on county-operated properties. The Plan will also provide a high-level analysis of hydrogen fueling feasibility in Inyo County. Realizing that US 395 is a California Strategic Corridor and that the US 395 right of way is owned and managed by Caltrans, this County planning document should focus on barriers and opportunities for EV charging on the County road network, County parks, County properties, recreation opportunities and economic benefit to the traveling public.

The Plan will promote accessibility and safety by providing safe access to charging facilities for lower cost electric means of transportation, such as bikes and scooters and by increasing access to the EV infrastructure network for travelers and residents alike. The Plan will further promote accessibility and safety by considering the ADA access needs of individuals with disabilities. The Plan will promote innovation by encouraging cutting-edge EV charging technology and by evaluating creative charging solutions for rural counties, such as solar powered charging units. Lastly, the Plan will promote social equity by installing facilities in disadvantaged and rural communities. The entirety of the County of Inyo qualifies as disadvantaged by it being rural, and there are five Federally Recognized Tribes, which qualify as disadvantaged communities.

### **Overall Project Objectives**

- The primary goal is to enable Inyo County to seek funding and install charging infrastructure on county properties in a timely and effective manner.
- Develop a plan for expanding and strengthening the public EV charging infrastructure network in Inyo County.
- Build a roadmap for Inyo County to efficiently transition their vehicle fleet to ZEVs or low emission vehicles.
- Provide a means to encourage economic investment in rural disadvantaged communities and support vibrant local economies.
- Encourage multimodal transportation by placing an emphasis on EV charging facilities in outdoor public spaces.
- Enhance local understanding of EV technology through outreach and education efforts, encouraging EV adoption in rural areas.
- Reduce GHG emissions and reliance of fossil fuels.

## **SCOPE OF WORK**

### **General:**

The County is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to advancing the Electric Vehicle Charging Infrastructure Network Plan to the Final Plan approval by the Inyo County Board of Supervisors.

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

The Consultant shall comply with all insurance requirements of the Inyo County, included in the sample contract in Attachment 2 (Inyo County Standard Contract No. 156).

## **SERVICES TO BE PROVIDED**

The Consultant selected shall provide all services to complete Transportation Planning services as necessary for the Electric Vehicle Charging Infrastructure Network Plan.

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

- **Project Management** – The Inyo County Transportation Planner will serve as the contract manager and direct liaison between the Consultant and Caltrans District 9 Division of Local Assistance. 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 Caltrans Local Assistance. 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.
- **Stakeholder Coordination (Task 1)**  
The Consultant Team will develop and maintain a stakeholder database throughout the duration of the project. This database will include stakeholder name, contact information, as well as the preferred method of contact and potential key concerns and/or areas of project interest. Stakeholders will not only be contacted individually for input, but they will also receive an invitation to participate in the online survey and interactive mapping tool, identified in Task 3:  
Public Outreach. All input will then be taken into consideration during Plan development.

### **Task 1 Deliverables:**

Stakeholder database

Summary of input received from stakeholders

### **Stakeholder Advisory Committee (Task 2)**

The Consultant Team will form a Stakeholder Advisory Committee (SAC) that will provide technical expertise and guidance to the Consultant Team throughout the project. Stakeholders will be chosen for the SAC based on technical expertise, professional position, and by using snowball sampling techniques. The SAC will meet with the Consultant Team several times throughout the project:

- An initial kick-off meeting will be held where the Consultant Team will explain the purpose of the SAC and the project process and will solicit initial feedback on aspects of the project that they see as the most important/challenging and next steps.
- A second meeting where the Consultant Team will present findings of existing conditions, summary of the site analysis results, summary of the economic analysis results, and a summary of local public outreach results.
- A final meeting will be held to discuss the Draft Final Report.

Throughout the project, the SAC will be kept updated on project milestones and achievements via regular communication from the Consultant Team.

#### **Task 2 Deliverables:**

Stakeholder Advisory Committee member list  
SAC meeting notes

### **Public Outreach (Task 3)**

The Consultant Team will prepare a community engagement plan that will include the following components:

- An online survey, offered in both English and Spanish, that assesses public perception of EV technology, gathers data on present and future EV usage in Inyo County, evaluates potential local impact of project implementation, and provides the opportunity to comment. This survey will be developed on the Survey Monkey platform and will be available via a link and QR code.
- Conduct two workshops, with at least one virtual workshop being held outside of standard working during the evening or the weekend. The SAC will assist the Consultant Team in choosing in-person workshop locations, with preference being given to unincorporated disadvantaged communities on a state or county highway. Exhibits and paper surveys will be created for these workshops and a box for anonymous comments/input will be provided.
- GIS will be used to create an interactive mapping tool, where community members can identify their preferred or high priority options for charging facility locations and provide comments. Consultant Team will team up with community organizations, schools, agencies, and public utility providers to encourage public engagement with this mapping tool.
- Once siting analysis has been completed, property owners of recommended EV charging facility sites will be contacted to be made aware of the recommendation. Property owners will be provided with information on the Plan, and the process of funding, permitting, and installation.

The community will also be able to provide feedback when the project is presented to Councils, Commissions, and Boards.

#### **Task 3 Deliverables:**

Community Survey questions (both in English and Spanish), link, and QR code  
Workshop dates, locations, and sign in sheets  
Link to interactive GIS map tool  
Presentation Materials for in-person and virtual workshops

#### **Existing Conditions (Task 4)**

Consultant Team will evaluate existing conditions in Inyo County and the region. This will include:

- Review of the Inyo County RTP, General Plan, and zoning/permitting regulations with respect to EV charging stations.
- Review of the City of Bishop General Plan and zoning/permitting regulations with respect to EV charging stations.
- Review of the State of California Governor's Office of Planning and Research Zero-Emission Vehicles in California: Community Readiness Guidebook.
- Review completed or in-progress studies being conducted by Caltrans regarding EV infrastructure along the US 395 corridor.
- Analysis of the most recent demographic and economic statistics available from American Community Survey, Longitudinal Employer-Household Dynamics dataset, and human service agencies and state agencies.
- Identification and location of communities and neighborhoods that qualify as disadvantaged, including federally recognized tribes.
- Location of existing public EV charging infrastructure in the County and the region, specifying type and distance from 3 closest chargers.
- Analysis of most recently available traffic patterns and volumes for both residents and visitors.
- Use data for key destinations of interest, such as parks, and campgrounds.
- Description of types of EV charging units and associated electricity requirements

#### **Task 4 Deliverables:**

Summary of Existing Conditions

Figures of traffic data, use data, and demographic and economic data

#### **Siting Analysis (Task 5)**

The objective of this task will be to conduct an initial feasibility analysis to identify sites for potential EV charging facility locations within geographic Inyo County which will enable EV travel within and through Inyo County. The Consultant Team will rank potential site locations based on the following:

- Traffic volumes and travel patterns to/from the location.
- Community population served by the site.
- Proposed housing or residential developments nearby
- Connections to tourism (national parks, county parks, hiking trails).
- Distance to regional EV charging locations.
- Public input, as provided through the online survey and workshops.
- Stakeholder input and SAC initial input.
- A multimodal service area assessment, that identifies transit stops, housing units, disadvantaged communities and businesses within biking, walking, and transit distance for each potential charging location.

A feasibility assessment that evaluates electric grid network needs, permitting requirements and identifies responsible entities/jurisdictions for each potential charging



location will also be conducted. The Consultant Team will compile a summary table listing proposed charging locations, landowner, number and type of EV chargers recommended, key destinations nearby, grid feasibility, and other important benefits and disadvantages of the site. In conjunction with the summary table, the Consultant Team will produce a comprehensive map displaying each recommended EV charging location categorized by priority.

### **County-Operated Property (COP) Siting Analysis**

Consultant Team will conduct a more in-depth evaluation of properties owned or leased and operated by the County of Inyo, such as parks, campgrounds, parking lots, and offices, as potential public EV charging facility locations, as these locations will likely be more feasible for the county to implement quickly. Analysis will include the following:

- Data collection on facility usage at peak times, utilizing traffic counts and counters at key locations.
- How COPs fit into the regional EV charging network discussed in the Siting Analysis.
- Parking spaces available and current usage of existing parking spaces.
- Assessment of existing EV infrastructure demand through in-person user surveys.
- Opportunities for E-bike and scooter charging on site
- Calculation of future infrastructure demand at these facilities based off collected data and state forecast models for EV growth.
- Evaluation of interactive mapping tool described in Task 3 to integrate public input.
- Need and feasibility of additional features such as more parking, lighting or ADA accessibility.
- Need for electrical grid upgrades or additional electrical engineering work.

This task will lead to a recommendation for the County of Inyo as to which COPs make the most sense for high priority EV charging stations.

### **Task 5 Deliverables:**

Summary and Findings of Siting Analysis

Map and ranking of high priority locations by the public input process

Map and list of COP site ranking

Map and summary of multimodal service area assessment

Summary of feasibility assessment results

Composite score ranking of EV charging facility sites

### **Infrastructure Analysis (Task 6)**

Consultant Team will work closely with Los Angeles Department of Water and Power and Southern California Edison, as the two major electricity providers to the region, to assess the ability of the electric grid to tolerate project implementation. This analysis will consider the following:

- Current capacity of the electric grid for additional EV chargers, including specific numbers and types.
- Future potential capacity of the electric grid, considering any proposed upgrades/capital improvements to grid.
- Peak demand and off-peak demand for current and future grid capacity to handle EV chargers.
- Capacity of electric grid to support hydrogen fueling infrastructure, such as fueling stations and/or production plant.

### **Task 6 Deliverables:**

## Summary and Findings of Infrastructure Analysis

### **County Fleet Transition Analysis (Task 7)**

As part of this study, the Consultant Team will evaluate the needs and barriers to transitioning the Inyo County vehicle fleet to ZEVs or low emission vehicles by:

- Compiling complete data on the current Inyo County vehicle fleet, including size, types, usage/purpose, average annual mileage and fuel demands.
- Reviewing the existing replacement schedule for vehicle fleet.
- Evaluating the feasibility of the existing maintenance facility to support new charging infrastructure.
- Providing a high-level cost/benefit analysis of pursuing hydrogen fueling for the County fleet.
- Developing a timeline for transition that complements the existing vehicle replacement schedule and provides a roadmap for the pursuit of funding.

Task 7 will result in the delivery of a separate memorandum.

### **Task 7 Deliverables:**

Summary of existing County vehicle fleet

Cost/benefit analysis of hydrogen

Detailed timeline for transition

### **Economic Analysis (Task 8)**

Consultant Team will conduct an economic analysis, weighing both the financial benefits and costs of overall project implementation. This analysis will:

- Evaluate the financial investment required for project implementation, analyzing cost of installation at each potential site, including estimated cost of charging units, site improvements (additional parking, signage, ADA accessibility etc.), E-bike charging and electric grid upgrades required.
- Evaluate economic benefits of implementation and the economic cost of not implementing the plan by looking at revenue gained/lost for businesses in Inyo County due to implementation/failure to implement project.
- Analyze the most recent population and economic forecasts available from the Department of Finance, Department of Energy, and Department of Transportation to quantify future EV demand.
- Discuss potential revenue gained through EV charging fees.
- Discuss on-going maintenance costs for EV charging locations, including who would be responsible and if charging fees would be sufficient to cover these costs.
- Evaluate potential grant funding sources available for project implementation, including grant description, application guidelines and requirements, and amount available.

### **Task 8 Deliverables:**

Summary and Findings of Economic Analysis

Cost Benefit Analysis of Plan Implementation

List of funding sources for Plan Implementation

### **Implementation Plan (Task 9)**

The Consultant Team will prepare an implementation plan that consists of the following:

- Preferred timeline for implementation of EV charging stations beginning with highest priority on fundable and buildable County owned or leased (top ranked) locations.
- Specific timelines for grant funding opportunities, including application deadlines.

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- Clearly defined jurisdictional and agency responsibilities and opportunities for successful project completion.
- Timeline and guide to permitting process for installation of chargers within each jurisdiction.
- An outreach/education plan for post-installation that will include the notification of all applicable agencies and databases of new EV chargers, an outreach campaign that will notify the public of new chargers through county and local government websites, news outlets, and social media, and an education campaign aimed at raising awareness of EV technology within disadvantaged Inyo County local communities that will include a hands-on component and an online teaching component.
- Notify landowners where high priority EV charging stations have been identified on private property.

**Task 9 Deliverables:**

Implementation Plan  
Outreach/Education Plan

**Draft and Final Plan (Task 10)**

The Consultant Team will prepare and present to Inyo County Local Transportation Commission, the SAC, stakeholders, and the public a draft plan. Consultant Team will then work to incorporate or address any comments received on the Draft Plan into the Final Plan. The Final Plan will acknowledge this grant program as its funding source and thank all contributing agencies and stakeholders for their input.

**Task 10 Deliverables:**

Draft Inyo County EV Charging Infrastructure Network Plan  
Response to comments received on Draft Plan  
Final Inyo County EV Charging Infrastructure Network Plan

**Board Review/Approval (Task 11)**

Consultant will present the Final Plan to the Inyo County Board of Supervisors for approval.

**Task 11 Deliverables:**

PDF of the final EV Charging Infrastructure Network Plan  
Presentation material for Board presentation  
Board meeting minutes

**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 (Attachment 2).

**Method of Payment** –Actual Cost Plus Fixed Fee. The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or 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 they incur work on the contract, or the costs can be questioned or disallowed.

**Minimum Qualifications of Personnel** – The Consultant shall meet the appropriate minimum qualifications as required by this contract. Submit resumes of proposed key personnel for review. Substitution of key personnel prohibited without prior Inyo County approval.

**Equipment Requirements** - The Consultant shall have and provide adequate office equipment and supplies to complete the work required by this Contract.

**Quality Control/Assurance Measures** – Implementing and maintaining quality control procedures to manage conflicts, ensure product accuracy, and identify critical reviews and milestones.

**Materials to be provided by Agency** - Unless otherwise specified in Standard Contract No. 156, the Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate outlined in each Task. Materials (if deemed applicable, necessary, and when available from the County) that may be furnished or made available by the County 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.

### **Services provided by Inyo County staff**

Inyo County will provide the services listed below in support of the Consulting firm's services:

Relevant documents – this includes:

Digital copies of the:

- a) 2023 Regional Transportation Plan, and any other relevant Plans
- b) County maps showing parks and county operated facilities.
- c) Input and direction as needed.
- d) Access to personnel.

## **PROJECT SCHEDULE**

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Task #	Task Title	FY 2023/24												FY 2024/25												FY 2025/26												
		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	
01	Project Administration																																					
02	Consultant Procurement																																					
1	Stakeholder Coordination																																					
2	Stakeholder Advisory																																					
3	Public Outreach																																					
4	Existing Conditions																																					
5	Siting Analysis																																					
6	Infrastructure Analysis																																					
7	County Fleet																																					
8	Economic Analysis																																					
9	Implementation Plan																																					
10	Draft and Final Plan																																					
11	Board																																					

## 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:

Justine Kokx, Transportation Planner  
Inyo County Public Works  
P.O. Drawer Q  
168 N. Edwards St.  
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 at least one (1) project within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency contact information
3. Contract amount
4. Date of contract
5. Date of completion
6. Project Objective
7. Project Description
8. Project Outcome

**4. Organization and Approach**

1. Describe the roles and organization of your proposed team for this project. Indicate the composition and number of project staff 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. 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.

## **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 County that may have an impact upon the outcome of the contract or 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 as required by 48 CFR Part 31 and 2 CFR Part 200.

## **10. Cost Proposal**

Total amount payable to the Consultant shall not exceed \$201,500 and with a performance period of the contract from the date approved by the Inyo County Board of Supervisors. Final approval of the Plan by the Board of Supervisors must occur prior to June 30, 2026.

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 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

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for each service of the proposal. The 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. Project costs and by task and time frames and can be done in Excel or Gantt chart.



## **APPENDIX B – EVALUATION CRITERIA**

### **Evaluation Process**

All proposals will be evaluated by the Selection Committee (Committee). The Committee may be composed of Inyo County staff, City of Bishop staff, Caltrans 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. Following an initial screening by the selection committee of all the proposals, a short list of the most qualified respondents will be established, consisting of up to five firms. If the selection committees' evaluation is not unanimous, these firms will be interviewed by the selection committee to further evaluate each firm's capability, experience, staffing level, availability, history, past clientele, and ability to meet deadlines, budgets, and work with public agencies. Following this, the County shall commence contract negotiations with the highest ranked respondent, as more fully described below.

If the County and that firm are unable to consummate an agreement, the County will reject that firm and begin negotiations with the firm receiving the second highest rank from the committee. This process shall continue until the County reaches an agreement with a consultant.

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 upon request at the conclusion of the procurement process. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

The selected consultant shall execute Standard County Contract No. 156, which will then be forwarded to the Inyo County Board of Supervisors for approval. The execution of the contract by the Chairperson of ICBOS will initiate notice to the consultant to proceed with the work.

## 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 four hundred twenty-five (425) 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:

### 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 transportation planning services on both federal and nonfederal-aid projects.
- b. Experience in Inyo County with knowledge of the local conditions and rural characteristics.

**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 Inyo 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 Inyo 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 the County 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 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 RFP.

**6. 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 project.
- b. Lists current clients who may have a financial interest in the outcome of this contract.

**7. Ability to Enter into Inyo County Standard Contract 156 (5 points)**

Proposer must review Contract and Insurance Requirements, see Attachment 2, to ensure all terms are acceptable. Any exceptions to the Contract must be noted in the proposal

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

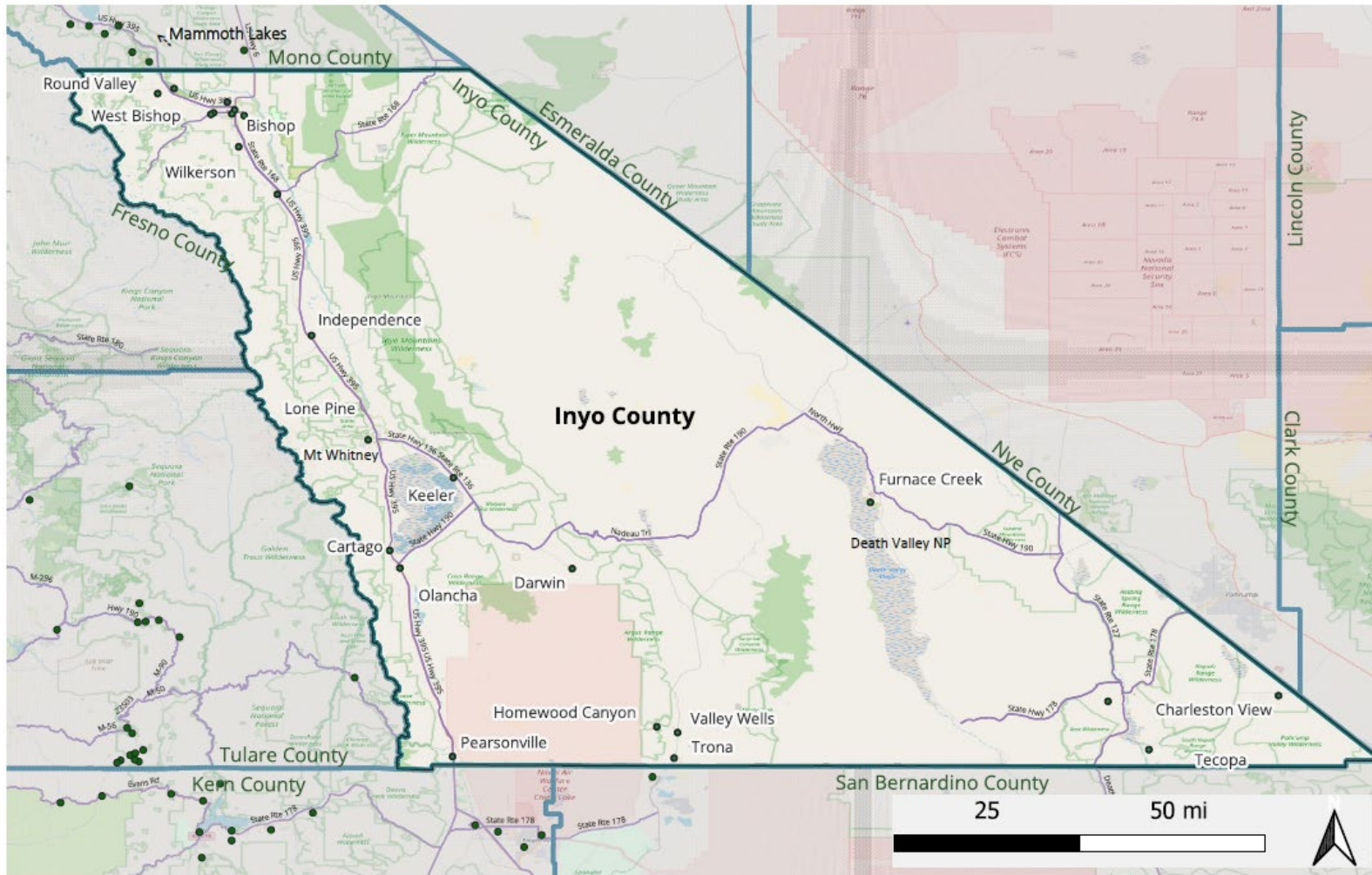
- a. Proposer provides responses to various interview panel questions in the event of a tie.

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	Exceptions to Contract 156		5	
8	References		10	
9	Interview (in the event of a tie)		10	
<b>Total:</b>			85	

## Attachment 1 – Vicinity Map

### Project Area: Inyo County



Data Source: US Census 2023

## **Attachment 2 – Inyo County Standard Contract No. 156 & Insurance Requirements**