



**REQUEST FOR PROPOSALS**

**for**

**Design of  
Police Shooting Range Improvements for Rubber Media Bullet Trap Installation,  
Moving Target System Installation and Lighting Improvements**

**Date Released: June 21, 2022**

**City of Pleasanton  
P.O. Box 520, 200 Old Bernal Avenue  
Pleasanton, CA 94566**

**Proposals are due prior to 2 p.m., July 22, 2022**

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## INTRODUCTION

The City of Pleasanton's Engineering Department is currently seeking to retain architectural and/or engineering firm to create publicly biddable project plans, specifications and estimates for improvements to the City's police firing range to install a Rubber Media Bullet Trap system and associated improvements. The work will include assessment of the facility, partial demo and disposal, cleanup of sand trap, modifications to the existing structure to install a rubber media bullet trap system, automatic moving targeting system and lighting improvements. The work will include addressing the existing sand trap to make room for the foundation for a rubber bullet trap system and modifications/additions to the roofing system and side walls at bullet trap.

This Request for Proposal (RFP) describes the Scope of Services, the necessary components of the Proposal, the consultant selection process, and a sample copy of the Design Professional Services Agreement. This RFP also describes the required format of submitted Proposals.

Addenda to this RFP, if issued, and project plans and specifications will be sent to all prospective Consultants that the City of Pleasanton has specifically e-mailed a copy of the RFP to and will be posted on the City of Pleasanton website at:

<http://www.cityofpleasantonca.gov/business/bids.asp>

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

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

Submit 3 hard copies and 1 electronic copy in PDF format on a USB flash drive of the Consultant's proposal. The hard copies and USB flash drive shall be mailed or submitted to the City of Pleasanton prior to 2 p.m., July 22, 2022. Proposals shall be submitted in a sealed package clearly marked "RFP - Police Shooting Range Improvements" and addressed as follows:

City Clerk's Office  
City of Pleasanton  
P.O. Box 520, 123 Main Street  
Pleasanton, CA 94566

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 2 p.m. July 22, 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 City of Pleasanton 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 City of Pleasanton 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 City of Pleasanton 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 City of Pleasanton.

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.

Consultants who wish to release information regarding the consultant selection process, contract award, or data provided by the City at any Public Hearing, must receive prior written approval from the City before disclosing such information to the public.

The City reserves the right to request additional information and/or clarification from any or all respondents to this RFP.

The anticipated consultant selection schedule is as follows:

Advertise:	June 21, 2022
Walk thru project site (voluntary)	July 12, 2022
Last date of Questions to be submitted:	July 15, 2022
RFP Due:	July 22, 2022
RFP review and evaluation:	July 25 – August 5, 2022
Invite for Interviews:	August 5, 2022
Oral interviews:	August 18, 2022
Cost Negotiation with first ranked consultant:	August 19 – 29, 2022
City Council Award:	September 20, 2022
Contract Award and Notice to Proceed:	September 30, 2022
35% Plans	January 6, 2023
65% Plans	March 31, 2023
100% Plans	May 31, 2023

Contract period: September 30, 2022, to May 31, 2023

Any questions related to this RFP shall be submitted in writing to the attention of Kaushik Bhatt, Associate Civil Engineer, via email at [kbhatt@cityofpleasantonca.gov](mailto:kbhatt@cityofpleasantonca.gov). Questions shall be submitted before 5 p.m., July 15, 2022.

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

## **PROJECT DESCRIPTION AND BACKGROUND**

The City of Pleasanton has identified a need to utilize consultant for Police Shooting Range Improvements. The purpose of the improvements is to put the police department shooting range back in operation for pistol use in fixed firing lane configuration.

The existing, partially covered 25-yard shooting range was constructed in 1992 with six fixed-firing-line lanes which accommodated pistols only. The range includes support buildings containing a classroom, an office, two storerooms, and a bathroom. The original metal trap for the range was removed and sand trap used with addition of rubber bullet stop block to control bullet splash back. The target system is currently no longer functional, and the lighting system only partially works. When the range is in use, noise complaints from the neighboring areas have been received and the inadequate lighting system has limited the time the range can be used. In addition, the use of sand trap causes dust to build up in the facility and with the lack of ventilation training must be paused to allow dust to settle.

Prior to closure, the shooting range was used for pistol qualifications and training. In addition to regular qualifications, the range was also utilized when officers were required re-qualify after certain events such as a prolonged absence due to injury or family leave, an officer-involved shooting, or a change in the officer's issued weapon. New officers utilized the range for a minimum of one day of firearm training. The SWAT team also utilized the range for training. Long-range rifle training and certification, low-light conditions and yearly certification training events are conducted at larger facilities. Approximately 8,000 to 10,000 rounds were fired annually at the range.

### **City Description:**

Located at the junction of the I-580 and I-680 freeway interchange, Pleasanton is a community of 79,975 and is near the major business markets of Silicon Valley, San Francisco and the Central Valley. Pleasanton supports a thriving business community ranging from software to biotechnology to professional services. Many businesses make their home in the nationally recognized Hacienda Business Park at the center of the City. There are over 29,624 dwelling units in Pleasanton.

The City of Pleasanton is organized into numerous departments and divisions, such as the Engineering Department, which is comprised of four divisions (Capital Improvement, Land Development, Landscape Architecture and Construction Inspection), Traffic Engineering Division with the Community Development Department, Police Department, and Operations Services Department (OSD). The OSD is responsible for the operations

and maintenance of the City's infrastructure (Water, Sanitary Sewer, Storm Drains, Streets and Parks). The design consultant for police shooting range will work primarily with the Engineering and Police Departments.

## **SCOPE OF WORK**

### **General:**

The selected architectural and/or engineering consultant services may include but are not limited to preparing plans specifications and cost estimates for public bidding purposes but it includes: reviewing existing site condition and record plans, work out details and sequencing of the demo and cleanup sand trap and surrounding area if necessary from previous use of the range, design of concrete slab to support rubber media trap, design and selection of rubber media bullet trap suitable for the site, design of walls as necessary at the back and sides of rubber media bullet trap, design and selection of the moving target system suitable for the site and replace the lighting.

### **Selection of the bullet trap:**

The city staff reviewed the following bullet traps available and considered that the rubber bullet trap will be suitable for the size of range, and for noise reduction and relatively less dust and bullet fragments (ricochets) in the partially closed range.

#### 1) (Vortex Open Mouth) Total Containment Trap

Based on the discussion with the service providers, this trap will require the following:

- (i) Access around the trap for lead removal which mean that most of the sand at the east end of the shooting range needs to be removed.
- (ii) This system will require some improvements on the exterior berm to have access road and ramp down to the trap area.
- (iii) This system will require some sound dampening at the metal trap area.
- (iv) It is highly recommended to have a dust collection system with required electrical power for 10 to 15 HP motor.
- (v) Vortex total containment trap needs very specialized concrete pad for boom system

#### 2) 4D Total Containment Steel Trap

This system has 1 piece chamber design with small AR500 deflectors in between the chambers and much less costly boom system than Vortex total containment trap; however,

- (i) This system does not allow for cross lane shooting like Vortex trap.
- (ii) This system requires basic concrete pad for its boom system.
- (iii) This system uses the 3-gallon buckets for lead collection as well Vortex system. So, need access around the trap for lead removal

which mean that most of the sand at the east end of the shooting range needs to be removed.

- (iv) This system will require some sound dampening at the metal trap area.
- (v) It is highly recommended to have a dust collection system with required electrical power for 10 to 15 HP motor.

3) Structural Rubber Berm Trap or a OTR Media Bullet Trap

- (i) This system does NOT require access around the trap which will eliminate hauling of all or most of sand trap
- (ii) This system will NOT require some improvements on the exterior berm to have access road and ramp down to the trap area.
- (iii) This system may not require having a dust collection system with electrical power for 10 to 15 HP motor.
- (iv) This system requires basic concrete pad.

**Services to be Provided:**

The following is a general scope of work that is anticipated under the construction contract. It is anticipated that the alternates and details will be prepared in coordination with the city staff for selecting the various systems and /or units.

- 1) Remediation of the existing sand trap system as necessary to accommodate new foundation for rubber bullet trap.
- 2) Installation of new concrete support foundation for a rubber bullet trap
- 3) Modifications to the existing roofing and building to fit new rubber bullet trap
- 4) Installation of rubber bullet trap
- 5) Replacement of existing targeting system
- 6) Replacement of existing lighting system
- 7) Repairs to existing shooting platform
- 8) Repairs/upgrades to current standards of current facility baffles and walls.

The following is a general scope of work requested of the consultant.

- 1) Site assessment of existing range to identify all items of the facility that need to be upgraded to meet current codes and best practices for 25-yard pistol fixed position firing range.
- 2) Coordination and evaluation of one or more rubber bullet trap suppliers to pre-select acceptable rubber bullet trap systems
- 3) Design of necessary building modifications including foundation and roof modifications to accommodate rubber bullet trap
- 4) Coordination and evaluation of two or more targeting system and design of necessary building improvements to accommodate new targeting system

- 5) Coordination and evaluation of two or more lighting systems and design of necessary building improvements to accommodate new lighting system
- 6) Design of any necessary building improvements to bring facility up to current code standards and best practices including ADA shooting line updates
- 7) Design of any maintenance related items including shooting line material repairs.
- 8) Testing, design, and specification of how to address existing trap disposal/clean up to accommodate building work.

### **Anticipated Deliverables:**

Technical memorandum/s and two working meetings for selection of rubber trap systems, targeting systems and lighting systems include costs of components.

Plans and Specifications and Estimates Submittals

35% Submittal Plans & Estimate – Plan Comment Review Meeting

65% Submittal Plans and Specifications, Estimate – Plan Comment Review Meeting

95% Submittal Plans and Specifications, Estimate – Plan Comment Review Meeting

100% Submittal Plans and Specifications

Final Bid Plans and Specifications (If necessary)

The following are typical deliverables for plan and specification project:

- Three (3) bound sets each of the final plans and the project specifications and estimates, ready for advertisement and bidding.
- A complete set of signed original drawings and specifications for reproduction.
- An electronic file of the final plans and the project specifications including AutoCAD files.

As envisioned, the selected consultant will be responsible for completing the following during the execution of tasks under this contract:

### **Project Management and Administration for All Tasks:**

#### Project Management

- Clarify tasks and deliverables.
- Administer the project.
- Ensure conformance with City Standards and requirements.
- Coordinate with City representatives and other pertinent agencies.

#### Project Meetings

- Meet with City Staff at pre-design stage.
- Design review meetings (in person or online) with the City.

Design coordination and review meetings will address and resolve issues dealing with the technical aspects of the design, design standards and procedures, project schedule, along with deliverable format and content.

Outside Agency Coordination

- Contact all affected utility companies and any other outside agencies.
- Collect "record" information for all existing utilities near the facility.

**CITY'S RESPONSIBILITY**

The city will provide the following information to the successful consultant as needed:

- A. Archive drawings and reports related to existing City's facilities.
- B. Aerial photography.
- C. City's standard specifications and design guide.
- D. Answering non-technical questions during bid period.
- E. Reviewing all consultants' deliverables and providing comments in a timely manner.
- F. AutoCAD files for the City's title block and standards.
- G. Recording drawings related to the City's existing utilities.

Thank you for your interest in this opportunity with the City of Pleasanton.

Sincerely,



Adam Nelkie  
Assistant Director of Engineering,  
Engineering Department

## 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.

The Proposal shall be limited to twenty-five (25) one-sided pages (8-1/2 inches X 11 inches), inclusive of resumes, graphics, forms, pictures, photographs, dividers, front and back covers, cover letter, etc. Type size and margins for text pages should be in accordance with accepted standard formats for desktop publishing and processing and should result in no more than five hundred (500) words per page.

Proposals shall contain the following information in the order listed:

### **1. Introductory Letter:**

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

Stephen M. Kirkpatrick, Director of Engineering  
Engineering Department  
City of Pleasanton  
P.O. Box 520, 123 Main Street  
Pleasanton, CA 94566

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:**

Include a 1– 2 pages overview of the entire Statement of Qualifications describing its most important elements.

### **3. Consultant Information, Qualifications & Experience:**

The City of Pleasanton will only consider submittals from Consultants that demonstrate they have successfully completed comparable contracts and projects. The 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.
4. Describe the project team's experience working in the industry. The industry may be defined as the City's, other similar local agencies', and the State's policies, practices, design criteria and standards that will be drawn upon to accomplish the project. The Consultant shall describe the involvement it has established for maintaining communication with clients' representatives.
5. If applicable, indicate how local firms are being utilized to ensure a strong understanding of local laws, ordinances, regulations, policies, requirements and permitting. The City's evaluation of the proposal will consider consultant's entire team. Once proposed, no changes in the team composition will be allowed without prior written approval of the City.
6. Identify proposed sub-consultants (if any) that will be retained to perform specified items of work listed in the Scope of Services.

**5. Scope of Work:**

1. Provide a general discussion about your workflow and example of typical scope of work that could be expected. The city would like to see consultant's approach to scoping a project
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.
4. Provide responses to the following:
  - a. Describe critical engineering design issues associated with the project and how you will address these.
  - b. Describe critical environmental issues and how you will address these.
  - c. How cost and schedule could be minimized.

**6. Schedule of Work:**

Provide a general discussion about your approach to scheduling a project. Provide an example of a typical schedule that could be expected for similar type of projects.

**7. Conflict of Interest Statement:**

The proposing Consultant shall disclose any financial, business, or other relationship with the City of Pleasanton that may have an impact upon the outcome of the contract or construction projects. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit bids on City projects. See Exhibit "A," Design Professional Services Agreement, for additional information.

**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 1.

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. Contract for Professional Services:**

The selected consultants will be required to sign the Design Professional Services Agreement and all other required certifications and documentation within fifteen (15) calendar days of the hourly rate schedule finalization.

**11. Insurance Requirements:**

The City requires consultants doing business with it to obtain insurance, as described in the Design Professional Services Agreement, Section 14. The required insurance certificates must comply with all requirements of the standards as described in the contract and must be provided (original copy) within fifteen (15) days of notice of selection and prior to the commencement of any work on the project.

**12. Cost Proposal:**

In order to assure that the City of Pleasanton is able to acquire professional services based on the criteria set forth in the Brooks Act and Government Code 4526, the RFP shall include a cost proposal for standard hourly rate for each anticipated staff member or classification required to provide services outlined in the RFP. Proposing Consultants will be required to submit certified payroll records, if required. **Cost proposal shall be submitted in a separate sealed envelope from the proposal.** The cost proposal is confidential and will remain sealed until all proposals have been reviewed, and the most qualified consultant/s has been selected. The 1-3 highest ranked consultant's cost proposal will be opened just prior to final selection and negotiations. All other cost proposals are returned unopened after contract execution. Consultant shall prepare a specific rate of compensation fee estimate establishing rates for the overall contract.

**13. Exceptions to this Request for Qualifications:**

The Consultant shall certify that it takes no exception(s) to this RFP including, but not limited to, the sample City's Design Professional Services Agreement, Attachment No. 1.

The RFP shall include a statement that consultant has read the City's Standard Professional Services Agreement and will enter into such agreement if the consultant is selected.

## APPENDIX B – PROPOSAL EVALUATION

### **Evaluation Process:**

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

The selection process will include oral interviews if the consultant score in the top 3 or 4 in the proposal evaluation. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Consultants invited for interviews will be required to submit cost proposals in sealed envelopes with the proposals. 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. 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	Schedule of Work	5
6	Conflict of Interest Statement	Pass/Fail
7	Local Presence	5
8	References	5
<b>Subtotal:</b>		<b>65</b>

No.	Interview Evaluation Criteria	Weight
9	Presentation by team	15
10	Q&A Response to panel questions	10
11	Costs	10
<b>Subtotal:</b>		<b>35</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 civil 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 City of Pleasanton 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 City of Pleasanton
  - 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 City of Pleasanton 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 (5 points):**

- a. Schedule shows completion of the work within or preferably prior to the City of Pleasanton 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
- 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 City of Pleasanton 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 (5 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 (15 points):**

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

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

- a. Proposer provides responses to various interview panel questions.

**11. Costs (10 points):**

- a. Overall costs of services.

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		5	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	Local Presence		10	
8	References		10	
9	Presentation by Team		15	
10	Q&A Response to Panel Questions		10	
11	Costs		10	
<b>Total:</b>			100	

## APPENDIX C – RFP & PROJECT SCHEDULE

The anticipated RFP and project design schedule is as follows:

Advertise:	June 21, 2022
Walk thru project site (voluntary)	July 12, 2022
Last date of Questions to be submitted:	July 15, 2022
RFP Due:	July 22, 2022
RFP review and evaluation:	July 25 – August 5, 2022
Invite for Interviews:	August 5, 2022
Oral interviews:	August 18, 2022
Cost Negotiation with first ranked consultant:	August 19 – August 29, 2022
City Council Award:	September 20, 2022
Contract Award and Notice to Proceed:	September 30, 2022
35% Plans	January 6, 2023
65% Plans	March 31, 2023
100% Plans	May 31, 2023

Contract period: September 30, 2022, to May 31, 2023