

**Request For Qualifications 2-2-13
Digester and Gas Line Rehabilitation Services**

4. EVALUATING THE PROPOSALS

4.1 Responsiveness of Submission

A Proposal that is not current, accurate and/or completed in accordance with the requirements of this RFQ is non-responsive and will be eliminated by the City from further consideration. Notwithstanding the foregoing, the City reserves the right to waive minor irregularities in a Proposal.

4.2 Supplemental Information

The City reserves the right to require any or all Consultants to provide supplemental information clarifying the submitted materials.

4.3 Consideration of Information outside the Submission

The City has the right to conduct a further and independent investigation of the information provided in all Proposals. This includes contacting and speaking with references. The evaluation panel may use any relevant information gathered by such investigation - and any other relevant information that comes to the attention of the City - to evaluate a Consultant.

4.4 Evaluation Panel

The City will establish an evaluation panel of up to five (5) voting members to review Proposals. Using the Evaluation Criteria, each member of the evaluation panel will independently evaluate each Consultant based on its respective submission and will score the Proposals according to the Criteria and scoring system. A Consultant's numerical score will be the average of the numerical scores given by the members of the evaluation panel for that Consultant. The Proposals will be ranked from highest to lowest based on their respective numerical scores.

4.5 Evaluation Criteria

Each member of the evaluation panel will independently evaluate each Proposal using a 100 point system. Points will be assigned based on the following criteria and criteria weights:

Evaluation Criteria	Possible Points
Proposal Responsiveness	Pass/Fail
Experience	25
Expertise	30
Project Understanding & Approach	35
Local Business Enterprise	5
Small Business Enterprise	5
TOTAL	100

The Proposal Responsiveness is a pass/fail and will be assigned based on the completeness of a Proposal. Proposals that are deemed incomplete will not be evaluated further.

4.6 Interviews

The City's intent at the time it issued this RFQ is to interview the top ranked Consultant(s) based on the rankings established by the evaluation panel. The City reserves the right – in its sole discretion - to interview up to three (3) of the top ranked prospective Consultants before making its final ranking.

4.7 Written Notification of Rankings

The City will post on BidSync the results of the ranking based on the scores of the Evaluation Panel. The City will indicate that this notice is a "Final Notice" unless it decides to conduct interviews in accordance with Section 4.6 above. If the City decides to conduct interviews, then this notice is an "Interim Notice." The "Interim Notice" will state how many of the top ranked Consultants the City will interview and it will provide information regarding the interviews. Following the interviews, the City will post the "Final Notice" of the ranking on BidSync.

4.8 Post Award Submittal Requirements

The three (3) highest ranked Consultants in the Final Notice must submit a Certificate of Insurance in accordance with the requirements set forth in Attachment E- Standard and Other Insurance Requirements within five (5) business days from the final day of the protest period set forth in Section 8.2 Time for Submitting Protest. A Consultant's failure to provide the documents within this time frame may result in the City disqualifying that Consultant.

4.9 Negotiations

The City will negotiate the specific scope of services and the compensation for such services with the top ranked Consultant. If the City and the top ranked Consultant reach agreement, then they will enter into a Consultant agreement based on Attachment A - Exemplar Agreement. If the City and the top ranked Consultant *cannot* reach agreement, then the City may negotiate with the second ranked Consultant. This process will continue until the City reaches an agreement with a Consultant or terminates the RFQ. The City may begin negotiating with the next lower ranked Consultant whenever the City determines that doing so is in its best interest. The City may negotiate with more than one Consultant at the same time.