

Selection Process for Program Management Services

The selection process for the Program Management RFQ consisted of a qualifications-based evaluation of each firm's technical expertise, previous program management experience and approach in response to the specific submittal requirements of the RFQ as they related to delivering the full scope of services. This first occurred through an evaluation of the submitted Statement of Qualifications, and then through an interview with the proposed program management teams. In this case, all five of the proposing firms were very well-qualified and merited an invitation to interview.

Our technical evaluation team reviewing the SOQ's consisted of three panel members. The interview evaluation panel consisted of 7 members. The scoring was as follows: 40 points for the SOQ (including 10 points for small and local preference) and 60 points for the interview for a combined score of 100. The specific details of our evaluation process included in the RFQ are attached in addition to Addendum #6, which altered the original process. The Final Ranking document that was posted on BidSync (www.bidsync.com) is attached.

We did follow-up interviews on June 10 with proposed program manager and an executive sponsor from the 3 highest-ranked consultants after the initial team interview. This interview consisted of specific/general questions to clarify what was discussed during the team interview and served to assist the evaluation panel in finalizing scoring from the team interview. In performing our due diligence, information provided by these firms' references was discussed and considered as well.

The proposed schedule noted within the RFQ was as follows*:

Non-Mandatory Pre-Proposal	April 11, 2013
RFQ Due Date	May 7, 2013
Interviews	May 30-31, 2013
Notice of Intent to Award	June 3, 2013
Negotiate Contract	June - July 2013
City Council Authorizes Award	June 18, 2013
Consultant Tasks Begin	August 1, 2013

* The RFQ schedule was modified to reflect an extended negotiations period. Council Award occurred on September 24, 2013, consultant tasks are anticipated to begin in October 2013.