

SCHOOL OF BUSINESS ADMINISTRATION EXPANSION AND RENOVATION

Solicitation #1516

Request for Proposals
Cost Estimating Consulting Services



Portland State
UNIVERSITY

February 21, 2014

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SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 INTRODUCTION

Portland State University is proposing to expand and renew its existing home for the School of Business Administration, one of its most important academic programs, to accommodate its growth over the last 10 years, its growing array of programs and its critical ties to the regional business community. The current facility is located on Harrison Street and 6th Avenue. By locating an expansion on the existing SBA site and reusing the existing structure, the new facility will be particularly symbolic of the School's international prominence in sustainability.

The ethic supporting the mission of Portland State's School of Business Administration is clear, consistent and direct. It is to research, teach and practice in a manner that advances new ideas, sustainability and environmental stewardship while partnering with area businesses to enrich the livability and economy of the region. Consequently, the new School of Business Administration building will enhance Portland State University's reputation as an institution dedicated to social, economic and environmental sustainability. The building will seek LEED Gold certification at a minimum and aspires to achieve LEED Platinum certification. Given the School's international reputation for social and environmental stewardship, the new building will be a living laboratory for creating the next generation of leaders in the sustainable economy.

The project will provide a building program developed with the following goals:

- Provide enough teaching space to house all SBA classes.
- Provide sufficient space for SBA faculty, staff and graduate assistants, while allowing for future growth.
- Increase the social and interaction space within the building to better serve students, faculty and guests.
- Create visible, expandable centers that enhance the school's ability to directly contribute to the food, active wear and outdoor gear, and real estate industries, and to increase the success of the region's many small businesses.
- Design for the greatest flexibility of space to adjust for shifting needs over time.
- Design the new expansion to seamlessly, integrate to the existing building structures (ED/BA). The finished product shall appear to be a single concept.
- The new design and appearance shall inspire visitors as they approach the building by foot or vehicle.
- A significant portion of the renovated building and expansion's ground floor shall be available for retail space.
- Meets the visions and objectives outlined in the "SBA Building Design and Sustainability Visions" created by the SBA faculty. See Appendix 4.12.

The two major components of the project are:

- 1) Construction of a new approximately 42,000 (+/-) square feet addition to the North end of the building that will fully utilize the project site, create a new dramatic entrance to the School, and activate the building along Sixth Avenue.
- 2) Modernization and upgrade of the existing structure that is currently occupied by SBA and the Graduate School of Education, including addressing a significant amount of deferred

maintenance.

A programming document for design of the building, initiated in 2008 and updated in 2010, is provided in Appendix 4.6. This document includes a two-month conversation with Portland State University's School of Business Administration faculty, students, staff and administrators.

The RFP and selection process is provided in the Oregon University System (OUS) Oregon Administrative Rules for Professional Consultants, 580-063-0025 and Chapter 580 Division 061.

The Oregon State Board of Higher Education ("OSBHE") on behalf of PSU is seeking cost estimating services for the School of Business Administration Expansion and Renovation project.

This Request for Proposals ("RFP") does not commit the Oregon State Board of Higher Education (OSBHE) or PSU to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFP, or to procure or contract for any supplies, goods or services. PSU reserves the right without liability to OSBHE or PSU, to cancel this RFP and to reject any proposal that does not comply with this RFP or applicable administrative rules, and to reject any and all responses received as a result of this RFP upon a finding that it is in the public interest to do so.

A sample copy of the Consultant's Agreement is attached to this RFP (Appendix 4.1). PSU will enter into negotiations with the selected firm to determine final scope and description of services, schedule and cost and, if the negotiations are successful, will enter into a Consultant's Agreement similar to the attached sample agreement. The sample agreement attached to this RFP is subject to change by PSU. All Proposers must identify in their proposal any terms and conditions that they wish to negotiate. Failure to identify those terms they wish to negotiate may result in termination of negotiation with the selected firm. If the negotiations are not successful, PSU reserves the right to enter into negotiations with another firm from among the remaining firms interviewed.

1.2 SCOPE OF WORK

It is estimated that the direct, hard construction costs for this project will total approximately \$44 million (excluding owner's contingency).

In addition to the expansion of the building, the SBA Expansion and Remodel project scope is listed below.

- Demolition
- Abatement
- Accessibility Improvements
- Seismic Stabilization
- Modify Connecting Bridges
- Window Replacement and Other Exterior Envelope Upgrades
- Interior Partition Replacement and Remodels Incidental to Other Construction.
- Floor Coverings
- Roof Repair and/or replacement
- Painting & Other Finishes
- Elevator Modernization and/or replacement
- Fire Protection System Upgrade

- Plumbing Upgrade including drain piping, water piping and fixtures.
- HVAC System Upgrades including replacement of duct board & upgrade of HVAC terminal units
- Electrical Distribution Upgrade including generator
- Lighting Upgrade including lighting control system.
- Fire Detection and Alarm Upgrade
- Audio visual and high tech upgrades in classrooms

1.2.1 Scope of Cost Estimating Consulting Services

In general, the Cost Estimating Consultant shall submit cost estimates to the Owner, prepared by a professional cost estimator, of the probable Direct Construction Cost of the Project based upon current area, volume, lengths of casework or pipe or other appropriate unit costs, consistent with the following AACE Class standards. This shall include, at a minimum, construction cost estimates of bid alternates as identified by the Owner and Project Architect. The Parties understand and agree that the Owner will be obtaining from the CM/GC a separate, independent cost estimate of probable Direct Construction Cost of the Project, and that the Cost Estimating Consultant will consult with the Owner in coordinating a project work breakdown structure and comparing and reconciling the two independent cost estimates.

Specifically, the Cost Estimating Consultant shall provide written detailed cost estimates at the following stages of project development.

- Programming – (AACE) Class 4
- Schematic Design – (AACE) Class 3
- Design Development – (AACE) Class 2
- Construction Drawings – (AACE) Class 1

The Cost Estimating Consultant shall also:

- Calculate labor rates for change orders for each labor class of each subcontractor working on the project. The labor rates shall be calculated based on actual pay, fringe benefits, etc. and the allowed markups by the OUS General Conditions.
- Review documents issued for bid.
- Review and price all addenda during the bid processes.
- Prepare documented post bid analysis of bids received.
- Provide special cost reports, cost-benefit analyses, value engineering and claims analysis.
- Provide review of construction change proposals by the CM/GC Contractor throughout the construction period. Assume the sum of the change orders to be reviewed total \$4.4 million.

Estimated hard construction costs for this project (i.e., initial contract award value to the CM/GC): approximately \$44 million.

The Cost Estimating Consultant shall be responsible for all cost estimating analysis. The Cost Estimating Consultant shall provide all necessary expertise and services to professionally and diligently prosecute the work authorized by the Owner.

Cost Estimating Consultant shall:

- Contract for or employ at Cost Estimating Consultant's expense, subconsultants to the extent deemed necessary for the work.
- Consult, as necessary, on a regular basis, with normal and customary employees, agencies, and/or representatives of the State and/or Owner regarding the work.
- Attend meetings with the Owner, other professionals employed by the Owner (e.g., project architect) and local and regional agencies as needed and directed to perform the work.
- Cooperate with other professionals employed by Owner or any other person or entity providing subconsultant or subcontracting Services (at the written request of the Owner).
- Provide a professional level of review of all deliverables to assure quality, technical accuracy, and the coordination of all documents furnished by Cost Estimating Consultant in performing the services. Cost Estimating Consultant shall, without additional compensation, correct or revise any errors in its documents and other services.
- Make all pertinent consulting services available to all interested parties within the Owner's organization as deemed appropriate by Owner for ensuring that this project is successfully completed.
- Regularly walk the job site; especially during construction.

1.2.2 Cost Estimate Rate Sheet

A Cost Estimate Rate Sheet is included in Appendix 4.14. This spreadsheet will be used to develop an overall cost that will be the basis for scoring the pricing section of the proposal evaluation. Award (and subsequent payment) will be based upon given rates. Please see Sample Agreement included in Appendix 4.1. Hours within each phase are considered to be not-to-exceed amounts.

Hours and hourly rates given in Appendix 4.14 are to cover document review, internal meeting attendance, external meeting attendance, site visits, estimating tasks, estimate preparation, estimate documentation, estimate review(s), estimate reconciliation, document reproduction, hardware, software, transportation, parking, & all other costs of doing business.

Note: There will be no reimbursable allowance on this contract.

1.2.3 RFI, Submittal, and Change Order Processing

The Cost Estimating Consultant shall process all reviews of CM/GC construction change proposals through PSU's Aim CPPM (Capital Planning & Project Module) system administered through Assetworks. This is an online data processing program that runs well on Internet Explorer 6 or 9, Firefox (all versions), and Safari. Access to the system will be granted to the Cost Estimating Consultant. PSU will provide training and technical support to the Cost Estimating Consultant. Training for this system shall be an allowable reimbursable expense from the Cost Estimating Consultant.

1.3 SELECTION PROCEDURE AND ANTICIPATED TIMETABLE

The selection procedure is intended to evaluate the capabilities of interested consulting firms to provide cost estimating services to PSU for this project. The Selection Committee will numerically evaluate the

responses to the RFP. On the basis of this evaluation, the highest scoring firms will be selected for final consideration through interviews and further investigation of references.

Following the interviews, a notice of intent to award to the apparent successful Proposer shall be issued.

RFP schedule is as follows:

- February 21, 2014Advertisement of Request for Proposals
- February 27, 2014 @ 9:00 amNon-Mandatory Pre-proposal Conference**
Meet at the Market Center Building, Suite 312, 1600 SW 4th Avenue, Portland.
**Note: Parking is difficult to find at PSU. Please schedule your time accordingly.
- March 3, 2014 @ 5:00 pmApplicant questions due, solicitation protest deadline
- March 6, 2014Final addendum published if needed
- March 11, 2014 @ 5:00 pm.....Proposals Due**Note delivery address in Section 1.4**

The following are proposed timelines and are subject to change without notice:

- March 14, 2014Notice of Intent to Award or notification of the most qualified proposers, and assignment of interview appointments
- March 20-21, 2014.....Finalist interviews (please hold these dates as finalists will be assigned a time on one of these three days.)
- March 24, 2014Notice of Intent to Award issued to apparent successful Proposer
- March 28, 2014 @ 5:00 pmSelection protest period ends
- March 31, 2014PSU finalizes Agreement

Project Milestones:

- April 14, 2014Programming Complete
- July 31, 2014Schematic Design Complete
- November 30, 2014Design Development Complete
- April 30, 2015Construction Documents Complete
- November 30, 2016Substantial Completion of Construction

1.4 RESPONSE

To be considered for selection, written proposals and bid forms must arrive at Portland State University, Contracting and Procurement Services by the dates specified in Section 1.3. Delivery is recommended. Proposers who mail packages should allow ample delivery time to ensure timely arrival.

FOR DELIVERY:

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
SBA Expansion & Renovation Cost Estimating RFP
1600 SW Fourth Avenue, Suite 260
Portland OR 77201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
SBA Expansion & Renovation Cost Estimating RFP
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

It is the sole responsibility of the proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other PSU location other than the address specified above. FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED

Proposers selected may be requested to provide additional information, either informally or via the interview process, to clarify their proposals and to ensure mutual understanding of the scope of the work requirements and schedule.

1.5 INSURANCE AND LICENSURE REQUIREMENTS

1.5.1 Insurance Provisions

During the term of the Agreement, Consultant shall maintain in full force, at its own expense, from companies licensed to do business in Oregon, insurances as noted below:

- A. **Workers Compensation** - Consultant, its consultants, if any and all employers working under the Agreement and supplements hereto are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
- B. **General Liability** - Consultant shall obtain, at the Consultant's expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to the Owner. This insurance shall include personal injury liability, products and completed operations, and contractual liability coverage for the indemnity provided under the Agreement, and is made on an occurrence basis. Combined single limit per occurrence shall not be less than **\$1,000,000 each occurrence/\$2,000,000 annual aggregate**.
- C. **Automobile Liability** - Consultant shall obtain, at Consultant's expense, and keep in effect during the term of this Agreement, Automobile Liability Insurance covering owned, non-owned and hired vehicles, as applicable. The coverage may be written in combination with the Commercial General Liability Insurance. Consultant shall provide proof of insurance to Owner of not less than the following amounts: **\$1,000,000 each occurrence**.
- D. **Professional Liability** - Consultant shall provide Owner with proof of coverage for Professional Liability/Errors & Omissions insurance covering any damages caused by any negligent error, omission, or any act for the Project, its drawings and project manual, and all related work products of Consultant, as it pertains to services provided under the Agreement. The policy may be either a practice based policy or a policy pertaining to the specific Project. Professional Liability insurance to be provided shall have a combined single limit of not less than **\$1,000,000 per claim, \$2,000,000 aggregate**.

If any of the required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of the agreement for a duration of a minimum of 6 years.

Consultant will be responsible for furnishing certification of "tail" coverage as described or continuous "claims made" liability coverage for a minimum of 6 years following completion. Continuous "claims

made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of the Agreement. This will be a condition of the Final Acceptance of Work or Services and Related Warranty, if any.

Consultant shall furnish to the Owner, Certificates of Insurance as evidence of the insurance coverages required under the Agreement. The certificate(s) shall provide that the insurance company or companies shall give a 30 calendar day notice (without reservation) to Owner if the insurance is canceled or changed. The certificate(s) should state specifically that the insurance is provided for the Agreement or Amendments thereto.

The Certificates of Insurance, except for Workers' Compensation and Professional Liability, shall provide that the Owner, and its institutions, officers and employees are Additional Insureds with respect to the Consultant's services to be provided under the Agreement. Consultant shall provide Owner with copies of all policy endorsements/amendments confirming the State of Oregon and Owner's status as Additional Insureds, as required by the Agreement. The requirements of this Section shall also apply to policies for insurance coverage provided by sub-consultants of Consultant.

1.5.2 Professional Registration

The Consultant and all firms providing professional services shall be currently licensed to practice in each firm's area of professional expertise in the State of Oregon, and shall comply with all necessary licensure requirements.

1.6 ADDENDA

Although PSU encourages an open proposal process, prospective proposers need to be aware that the RFP will be modified only by documents issued as addenda by PSU. No other direction or comments received by proposers, written or oral, will serve to change the RFP.

1.7 QUESTIONS FROM PROPOSERS

Questions and requests for clarifications or changes from proposers regarding this RFP must be received in writing via email no later than the date specified in Section 1.3 and shall be directed to the Contracting and Procurement Services department at: proposals@pdx.edu.

All questions and requests that are timely received will be answered via addenda to the RFP. Other information and responses, written or oral, which are not contained in official written addenda to the RFP from PSU or any other source, are not binding on PSU. The final addenda, if any, will be released no later than the date specified in Section 1.3. Proposers are encouraged to call to check on the status of such addenda prior to submission of their Written Proposals.

1.8 PROTESTS

1.8.1 Solicitation Questions, Requests for Clarification or Change, and Protests

Prospective proposers may submit questions, requests for clarification, or requests for change or protest of particular solicitation provisions and specifications and conditions, (including the terms of the sample Consultant's Agreement, Appendix 4.1) by e-mail to proposals@pdx.edu. These must be in writing and must be received by PSU prior to the date specified in Section 1.3.

Such requests for clarification or change must include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions. Protests must fully specify the grounds for the protest and include all evidence that the protestor wishes PSU to consider and must otherwise comply with OAR 580-061-0145.

Questions and requests for clarification and change that are timely received will be answered via addenda. Protests will be answered directly with the protesting Proposer. Any changes arising from questions, requests for change or protests will be made only via addenda to the RFP. Responses from PSU not contained in an official addendum to the RFP are not binding on PSU. Proposers are encouraged to check on the status of such addenda prior to submission of their Proposals.

1.8.2 Selection Protests

Any proposer who responds to the RFP and claims to have been adversely affected or aggrieved by the selection of competing proposers shall have the opportunity to submit a written protest to the address below. Protests must fully specify the grounds for the protest and include all evidence that the protestor wishes PSU to consider and must otherwise comply with OAR 580-061-0145.

The written protest must be received by the date and time specified in Section 1.3. All protests will be answered directly with the Proposer.

FOR DELIVERY:

Portland State University
Contracting and Procurement Services
Attn: Darin Matthews
PROTEST - SBA Expansion Cost Estimating RFP
1600 SW Fourth Avenue, Suite 260
Portland OR 77201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Darin Matthews
PROTEST - SBA Expansion Cost Estimating RFP
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

1.9 INCURRED COSTS

Portland State University is not liable for any costs incurred by the design team in the preparation or presentation of their proposals.

No billable work can proceed prior to negotiation and execution of a Consultant's Agreement and the Consultants receipt of a Notice to Proceed.

1.10 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT; SEXUAL HARASSMENT

By submitting a proposal package, the proposer certifies conformance to the applicable federal, state and local laws, acts, executive orders, statutes, administrative rules, regulations, ordinance and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal or Oregon State or local Governments, having responsibility for the enforcement of the foregoing, shall be supplied to PSU upon request for purposes of investigation to ascertain compliance with the foregoing.

Pursuant to OAR 580-061-0030, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR 580-061-0040, proposers are hereby notified that the OSBHE has adopted policies applicable to consultants and contractors that prohibit sexual harassment and that proposers and their employees are required to adhere to PSU's policy prohibiting sexual harassment in their interactions with members of PSU's community.

1.11 EQUITY AND DIVERSITY

PSU is committed to ensuring equity and diversity in its procurement and contracting process and increasing opportunities for Minority, Women and Emerging Small Businesses (MWESB). Therefore, PSU strongly encourages its consultants to utilize MWESB firms in providing services and materials for PSU contracts and projects.

1.12 PUBLIC RECORDS

PSU will keep this RFP and one copy of each original proposal received in response to it, together with copies of all documents pertaining to the award of any contract, as part of file or record that is open to public inspection . If a proposal contains any information that constitutes a trade secret under ORS 192.501(2), each sheet containing a trade secret must be marked with the following legend:

“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure may apply “unless the public interest requires disclosure in the particular instance” (ORS 192.501). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law. These restrictions may not include cost or price information.

END OF SECTION 1

SECTION 2 - PROPOSAL REQUIREMENTS

2.1 PROPOSAL SUBMISSION

2.1.1 Proposals must:

1. Include responses to the requested information in Section 2.2.
2. Include name, address, email and phone number for the main proposal contact person.
3. Include page numbers and firm name on each page.
4. Respond with information in the same order and headings as in Section 2.2.
5. Not exceed ten (10) double-sided 8 ½" x 11" pages in length for a total of twenty (20) pages. Ledger size 11"x17" pages may be used. Each side of an 11"x17" page counts as two (2) pages. Page count includes *all* sheets submitted except for a blank page and the Cost Estimating Rate Sheet. If proposal exceeds the page limit, only the allowed number of pages will be considered starting with the first page.
6. Be of a readable font size (such as Arial size 10).
7. Be stapled in the corner and printed on recycled paper.

2.1.2 Submission must include:

1. One (1) CD containing a PDF (Portable Document Format) version of the written proposal and Cost Estimating Rate Sheet.
2. Four (4) paper copies of the proposal and Cost Estimating Rate Sheet.
3. Items above submitted in a sealed envelope that includes contractor name and project name.

2.2 EVALUATION CRITERIA

2.2.1 Professional Experience of the Firm - 15 Points

Demonstrate experience of the firm in relation to the scope of work, and quality of service provided to customers in the past.

2.2.2 Professional Expertise of Personnel – 15 points

Demonstrated expertise of key personnel in relation to the scope of services required.

2.2.3 Continuity of Firm's Proposed Staff and Subconsultants - 10 Points

Demonstrated continuity of service of staff and established relationships with proposed subconsultants.

2.2.4 Accuracy of Cost Estimating - 30 Points

To demonstrate accuracy of cost estimating from schematics through construction, submit recent history of your design and construction cost estimates (10 minimum) compared to actual bid results of those projects. Cost Estimating Consultant will be judged on the volume, breadth, and estimate accuracy of submitted data.

2.2.5 Quality Assurance/Quality Control Plan - 10 Points

Describe your Quality Assurance/Quality Control Plan, and cite examples of successful implementation of the plan.

2.2.6 Contract Price - 20 Points

Proposers must complete the Cost Estimating Rate Sheet provided in Appendix 4.14. The Grand Total amount based on those rates will be scored as follows: $[1 - (\text{Proposer's Bid} - \text{Low Proposer's Bid}) / \text{Proposer's Bid}] \times 20$ points. Note: there will be no reimbursable allowance on this contract.

2.2.7 Equity and Diversity – 10 Points

PSU is committed to increasing contract opportunities for Minority, Women and Emerging Small Businesses (MWESB).

MWESB utilization: List State of Oregon MWESB certification numbers for your company or any MWESB subcontractors, partners, or suppliers that you will utilize on this Project team, as well as any self-identified firms. Please include their specific role on the Project and give the anticipated percentage of MWESB utilization on Project. Substitutions of these subcontractors or suppliers after award of the contract shall require PSU approval. The selected contractor will be required to report actual utilization to PSU.

Provide examples of your firm's past performance with regards to MWESB utilization and subcontracting plans. Please include number and dollar amount of subcontracts awarded, and any utilization percentages or other performance indicators. (5 points)

Workforce diversity and community involvement: State your firms' nondiscrimination policies and practices, hiring strategies, workforce diversity plans, and outreach plans that ensure a diverse workforce. Include the diversity of your current workforce and what steps are taken to provide employment and promotional opportunities for women and minorities. Include any community activities that promote workforce diversity, such as job fairs and youth outreach events. (5 points)

2.2.8 Optional Reference Check – 10 Points

List four clients for whom you have provided similar services for a similar type of project in the past four years. These references should have had direct contact with the primary staff proposed on this project. Give a brief scope of work for each project. Provide the contact person's name and current telephone number. Provide two client and contractor references for projects currently under construction, or completed within the last year, including contact names and current telephone numbers. References to be scored for short-listed firms only.

2.2.9 Optional Interview – 25 Points

For short-listed firms, interviews may be conducted to allow the proposer to expand on each of the above categories.

END OF SECTION 2

SECTION 3 - EVALUATION AND SELECTION PROCESS

3.1 SELECTION COMMITTEE

Proposals will be evaluated by a qualified Selection Committee. Selection Committee members will not be announced prior to interviews.

3.2 EVALUATION CRITERIA

The Selection Committee will evaluate each applicant's qualifications, background and experience to determine if, in the judgment of the Committee, the organization is adequately qualified to perform the Work.

The evaluation criteria and maximum allowable points to be used in the evaluation process are as stated in Section 2.2:

Item	Criteria and Points
2.2.1	Professional Experience of the Firm - 15 Points
2.2.2	Professional Expertise of Personnel – 15 points
2.2.3	Continuity of Firm's Proposed Staff and Subconsultants - 10 Points
2.2.4	Accuracy of Cost Estimating - 30 Points
2.2.5	Quality Assurance/Quality Control Plan - 10 Points
2.2.6	Contract Price - 20 Points
2.2.7	Equity and Diversity – 10 Points
Total available for written Proposals – 110 points	
2.2.8	Optional Reference Check – 10 Points
2.2.9	Optional Interview – 25 Points
Total available for short-listed firms – 35 points	
Total possible– 145 points	

3.3 SELECTION PROCESS

The proposal packages will be evaluated as follows:

- A. Review for inclusion of all elements specified in Proposal Requirements Section 2. Any proposals which do not include all required elements may be rejected as non-responsive at Owner's discretion.
- B. Total preliminary point ratings will be assigned to the proposal packages using the criteria specified in Section 2.2, items 2.2.1 through 2.2.7.
- C. At Owner's sole discretion the proposers submitting the proposal packages who receive the highest point totals, may be invited to an interview with the Selection Committee. Should interviews occur, points will be assigned using the criteria specified in Section 2.2, item 2.2.9.
- D. At this point, references shall be checked and scored for interviewed firms. Points will be assigned using the criteria specified in Section 2.2, item 2.2.8.
- E. The Proposer with the most cumulative total points (Section 2.2, items 2.2.1 through 2.2.9) shall be issued a Notice of Intent to Award.

END OF SECTION 3

APPENDICES

- 4.1 SAMPLE CONSULTANT AGREEMENT
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