

City of Montrose
Purchasing Division
433 South First Street
PO Box 790
Montrose, CO 81402



REQUEST FOR PROPOSAL

City of Montrose Housing Needs Assessment

Issue Date: June 17, 2022

Bid Number: 22-016

Agent/Contact: Ross Valdez

Submissions Must Be Received by: July 11, 2022 at 2:00 pm Colorado Time

ADMINISTRATIVE INSTRUCTIONS

The City of Montrose is requesting proposals through the Request for Proposal process to assess current housing conditions and needs, make projections/predictions of future housing conditions and needs, and provide recommendations for policies, practices, and regulatory changes that can be implemented to address gaps between housing need and supply. Proposals will be publicly received and registered on July 11, 2022, 2:00 PM at Montrose City Hall, 433 S. 1st Street, Montrose, CO 81401. Late proposals will not be accepted and it is the responsibility of the proposers to ensure that proposals arrive in the City's purchasing office by 2:00 PM on the date listed above.

Complete bid packets can be downloaded from the City web page at www.cityofmontrose.org under Department Services, Purchasing, and Open Bid Opportunities. Addenda will be posted to the website and it is the proposer's responsibility to download, review, sign, and include addenda with their proposal.

The City reserves the right to accept or reject any or all proposals, to waive irregularities and/or informalities and to disregard all non-conforming, non-responsive, unbalanced or conditional proposals. The City of Montrose complies with all Equal Opportunity requirements. All qualified proposers will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap or age.

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions apply to all Offers made to the City of Montrose (hereafter "City") by all prospective vendors/proposers (herein after referred to as "Bidder") regarding City Solicitations including, but not limited to, Invitations to Bid, Requests for Proposals, Requests for Quotes, and Requests for Qualifications (hereafter "Solicitation" or Bid Solicitation).

A. CONTENTS OF BID

1. Bidders shall thoroughly read the project requirements and specifications, and shall examine any drawings and documents which may be incorporated into the Bid documents. As Bid documents frequently change for each Solicitation, veteran Bidders shall not assume that this Solicitation contains the same terms and conditions that were supplied in prior Solicitations. The City is not obligated to identify either minimal or substantial modifications to Bid documents.
2. Bidders shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of services, materials, and equipment as required by the Bid conditions. No plea of ignorance by the Bidder of conditions that exist, or may hereafter exist, as a result of failure to fulfill the requirements of the contract documents, will be accepted as the basis for varying the requirements of the City or the compensation to the Bidder.
3. Bidders are advised that all City contracts are subject to all legal requirements contained in City Ordinances and State and Federal Statutes governing purchasing activities.
4. Bidders are required to state the exact intentions of their offer to the City via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation, no matter how slight. If variations are not stated in the Bidder's Offer, it shall be construed that the Bidder's Offer fully complies with all conditions identified in this Solicitation.

B. CLARIFICATION AND MODIFICATION OF BID SOLICITATION

1. Apparent silence or omissions within this Bid Solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.
2. If any Bidder contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the specifications, the Bidder must submit a written e-mail request for clarification to the City's Agent/Contact. The Bidder submitting the request will be responsible for ensuring that the City receives the request at least seven (7) calendar days prior to the scheduled bid opening or as noted in the special conditions.
3. Any official interpretation of the Bid Solicitation must be issued in writing by the City's Agent/Contact who is authorized to act on behalf of the City, or by the City's Legal Department. The City shall not be responsible for other interpretations offered by employees of the City who are not authorized to act on behalf of the City for this project.

4. If necessary, the City may issue a written addendum to clarify or inform of substantial changes which impact the technical submission of Bids. Addenda will be posted to the website and it is the Bidder's responsibility to download addenda. The Bidder shall certify its receipt of the addendum by signing the addendum and returning it with its Bid. In the event of a conflict with the original Bid Solicitation documents, addenda shall supersede all other documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

C. PRICING, COLLUSION, AND TAXES

1. Current Prices. Bid Proposals must be fixed and firm unless stated otherwise in the Bid Solicitation.
2. Discounts. Discounts shall not be considered in determining the lowest net cost for Bid evaluation purposes. Payment terms shall be as set forth in any contract executed between the City and the Bidder. Payment by the City is deemed to be made on the date of the mailing of the check, or as otherwise set forth in any contract executed between the City and the Bidder.
3. Collusion. The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, or entities offering a Bid for the same items, or with the City. The Bidder also certifies that its Bid is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To ensure integrity of the City's public procurement process, all Bidders are hereby placed on notice that any and all Bidders who falsify the certifications required in conjunction with this section shall be prosecuted to the fullest extent of the law.
4. It shall be understood and agreed that Bid Offers submitted by persons and entities are done so independently of any other offers, and that Bidders will not knowingly participate in solicitations where there exists a conflict of interest with their entity and a member of City staff or their immediate family.
5. Taxes. Bidders will neither include Federal, State, nor applicable Local excise or sales taxes in bid prices, as the City is exempt from payment of such taxes. The Colorado Department of Revenue, Certification of Exemption for Colorado State Sales/Use Tax account number for the City of Montrose is 98-01805-0000. An exemption certificate will be provided, where applicable, upon request.

D. PREPARATION AND SUBMISSION OF BID

1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Bidder must be initialed in ink by the Bidder or its lawful agent.
2. Bid Proposals must contain a manual signature of an authorized agent of the Bidder in the space provided on the Bid Proposal Form. If the Bidder or its lawful agent fails to sign the Bid Proposal Form, its Bid shall be considered non-responsive and ineligible for award.
3. Unit prices shall be provided by the Bidder on the Bid Proposal Form when required in conjunction with the prescribed method of award. The Bidder shall enter "No Bid" for each item where a unit

price will not be offered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.

4. The delivery and/or completion date(s) provided by the Bidder, if required, must be stated in calendar days, following receipt of order/contract or official notice to proceed.
5. All information and supplemental documentation required in conjunction with this Bid shall be furnished by the Bidder with its Bid Proposal. If the Bidder fails to supply any required information or documents, the City, in its sole discretion, may consider the Proposal non-responsive.
6. The accuracy of the Bid is the sole responsibility of the Bidder. No changes in the Proposal shall be allowed after the submission deadline, except when the Bidder can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.
7. The Bid Proposal Form shall be enclosed in a sealed envelope and addressed to the City. The envelope shall clearly identify the bid number and title when submitted to the City. The Bidder shall also include its name and address on the outside of the envelope.
8. The City's Bid Proposal Form, which is attached to this Bid Solicitation, must be used when the Bidder is submitting its Bid Proposal. The Bidder shall not alter this form unless instructed to do so in writing by the City. Failure to use the City's Bid Proposal Form may result in the Bid being considered non-responsive.
9. Offers in response to formal Bid Solicitations will not be accepted by facsimile or electronic transmission. Only signed written offers will be considered responsive, and eligible for possible award. Bidders shall provide Proposal Forms, Statement of Work/Technical Offer Section, Special Conditions, Specifications and Pricing Form, and any other mandatory submittals with the bid.
10. Bidders who qualify their Proposals by including alternate contractual provisions should be aware that the City does not negotiate the terms of its contracts, and will ordinarily declare such Bid Proposals non-responsive. Once bids have been opened, the City shall not consider any subsequent submissions of alternate terms and conditions.
11. Bid Bonds (5% of total bid price) and performance and payment bonds (100% of total bid price) are required on construction projects over \$50,000.
12. Insurance certificates are required after a Notice of Award has been issued. Costs for additional coverage must be accounted for in the Bidder's proposal cost.
13. Bid Proposals received after the submission due date and time prescribed for the solicitation shall not be considered.

E. VENDOR APPLICATION AND RETENTION ON BIDDERS' LIST

The City does not maintain a bidder's list. Register to receive an automated email notification of new bids by visiting www.cityofmontrose.org - Department Services - Purchasing – Notify Me (under bid notifications).

F. MODIFICATION OR WITHDRAWAL OF LEGITIMATE OFFERS

1. Bidder offers may be modified in the form of an official written notice, and must be received prior to the due time and date set forth in the Bid Solicitation. Each modification submitted must have the Bidder's name and return address and the applicable bid number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the City will be considered the valid modification.
2. Bids may be withdrawn prior to the due time and date set for the Solicitation, provided it is in the form of an official, authorized written request.
3. Proposals may not be modified or withdrawn after the due date and time set for the Bid opening for a period of ninety (90) calendar days. If a Bid Proposal is modified or withdrawn by the Bidder during this ninety (90) day period, the City may, at its option, place the Bidder on suspension and may not accept any further Bid Proposals from the Bidder for a period set by the City following the Bidder's modification or withdrawal of its Proposal. The City may reject an offer, in whole or in part, as set forth in the City of Montrose Municipal Code and the City's Procurement Manual.

G. EVALUATION OF OFFERS

1. Offers shall be evaluated based upon their responses to the questions and requests for information in this Bid Solicitation, and based upon whether and to what degree they comply with the instructions set forth herein. Thoroughness, accuracy, veracity, and professionalism in the responses shall be taken into account.
2. The City may, in its sole and absolute discretion:
 - a. Reject any and all, or parts of any or all, Bid Proposals submitted by prospective Bidders;
 - b. Re-advertise this Solicitation;
 - c. Postpone or cancel the Bid process for this Solicitation;
 - d. Waive any irregularities or technicalities in proposals received in conjunction with this Solicitation;
 - e. Determine the criteria and process whereby Proposals are evaluated and awarded.
3. A Proposal may not be accepted from, nor any contract be awarded to, any person or entity which is in arrears to the City upon any debt or Contract or which is in default as surety or otherwise upon any obligation to the City.
4. No Contract shall be awarded to any person or entity which has failed to perform faithfully any previous contract with the City, the State or Federal government for a minimum period of one (1) year after said previous Contract was terminated for cause.

5. A Proposal may not be accepted from, nor any Contract awarded to, any person or entity which has pending litigation against the City at the date and time of the Bid Opening.

H. AWARD OF CONTRACT

1. The City's Agent/Contact is authorized to handle initial contacts regarding any protest of the solicitation or award of a City contract, or any claim arising out of the performance of a City contract, with the City Manager's approval. Any actual or prospective Bidder or Contractor who has a grievance in connection with the solicitation or award of a contract shall first seek resolution of the matter with the City's Agent/Contact.
2. If the City Manager or City designee does not, within thirty (30) days after receiving a protest, or within such longer period as may be agreed upon by the parties, issue a written decision on the protest or make a determination that award of the contract is necessary, the protest shall be considered denied.
3. By law, the City reserves the right to accept or reject any or all proposed bids, or any combination of them, and to waive any informality or irregularity in the bid or in the bidding.
4. Successful Bidders shall comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, the Bid Proposal.
5. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap, or sex, or be subjected to discrimination under any contractual award administered by the City.

L. CONTRACTUAL OBLIGATIONS

1. In order to ensure the efficient utilization of tax dollars, successful Bidders shall comply with all contractual obligations contained in the Contract Documents, as set forth in the contract signed by the City and Bidder. A sample contract that Bidder will be expected to sign is supplied with these Bid Documents.

SPECIAL CONDITIONS

A. PRE-BID CONFERENCE

A pre-bid meeting will not be held for this project.

B. CONTACT PERSON

During the course of this request process, from issuance until a recommendation for award, Bidders shall not initiate contact related to this request with anyone other than the officially designated individual:

For this bid the contact is Ross Valdez at (970) 901-4105 or email: rvaldez@cityofmontrose.org

Failure to abide by this requirement may result in disqualification from further participation in this process.

C. QUESTION DEADLINE

All questions regarding this Request for Proposal shall be directed by email to the individual listed above.

The deadline for receipt of questions from Bidders in regards to this RFP is 12:00 noon on June 30, 2022.

Responses will be prepared by the City in an addendum and published on the City of Montrose website at: www.cityofmontrose.org under Department Services, Purchasing, Open Bid Opportunities, and this bid name. The responses in writing are the only official answers.

D. SUBMITTAL INSTRUCTIONS

The City desires to receive a clear, concise, economical presentation of the vendor's proposal. Bidders shall submit the following with their bid:

- A. One (1) copy and one original of the bid packet beginning with "Special Conditions" section.
- B. Submit signed bid addendum(s).
- C. Submit a bid packet in a sealed envelope with the bid number and project name in the lower left hand corner of envelope, with the bidders name clearly written on the envelope.

Submit all of the above in a sealed envelope with the bidder's name, bid number, and project name clearly written on the envelope. Failure to submit a proposal in the manner indicated may be cause for it to be considered 'non-responsive' and ineligible for consideration and subsequent award.

PROPOSAL FORM - PAGE 1

SUBMITTED BY:

Company Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

CERTIFICATION: (if a Submission is Offered):

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Bidder;
- He/she has read the General Terms and Conditions, the Special Conditions and any technical specifications that were made available to the Bidder in conjunction with this Bid and fully understands and accepts these terms unless specific variations have been expressly listed on the Bid Proposal Form;
- The Submission is being offered independently of any other Bidder and in full compliance with the collusive prohibitions specified in the General Terms and Conditions of this solicitation; and
- The Bidder will accept any awards made to them as a result of this Solicitation for a minimum of ninety (90) calendar days following the date and time of the bid opening.

By: _____

Manual Signature of Agent

Date

Typed/Printed Name of Agent

Title of Agent

Include Original with Submission

Affix Manual signature of authorized agent.

PROPOSAL FORM - PAGE 2

Company Name: _____

VARIATIONS:

The Bidder shall identify all variations and exceptions taken to the General Terms and Conditions, the Special Conditions, and any Technical Specifications in the space provided below; provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder's Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non-responsive and ineligible for award:

Page #: _____ Item # of Section: _____

Variance

Page #: _____ Item # of Section: _____

Variance

Page #: _____ Item # of Section: _____

Variance

Page #: _____ Item # of Section: _____

Variance

STATEMENT OF WORK

PART 1 – GENERAL ITEMS

1.1 PROJECT DESCRIPTION AND BACKGROUND

The City of Montrose, Colorado (City) is seeking proposals from qualified consultants to produce a City of Montrose Housing Needs Assessment. The Project shall be conducted in two phases. Phase One shall consist of data collection and analysis along with delivery of a draft housing needs assessment. Phase Two shall consist of delivery of a final housing needs assessment, a community presentation describing findings, and a presentation for City Council.

The City of Montrose is located in Montrose County at the crossroads of US Highways 50 and 550 on Colorado's Western Slope. Highway 50 connects Montrose with Grand Junction, Delta, and the I-70 corridor to the north and Gunnison, Salida, Cañon City, and Pueblo to the east. Highway 550 provides a corridor to Ouray and Durango to the south. Montrose is a major trade and transportation center for the entire region. The City of Montrose encompasses approximately 11,807 acres within the city limits with a population of approximately 20,000.

Housing in Montrose includes a range of housing types including single-family homes, duplexes, triplexes, apartments, and accessory dwelling units (ADU). Neighborhoods are also varied throughout the city, ranging from older neighborhoods to new neighborhoods, small-lot neighborhoods to subdivisions with large lots, and neighborhoods with or without parks and trail connectivity. Demand for housing both in the rental and buyer markets appears to be significantly outpacing production/availability in the City. These trends are expected to continue in the foreseeable future, as is the need for safe, quality attainable housing in Montrose.

1.2 PROJECT OVERVIEW

Purpose: The Purpose of the study is to assess current housing conditions and needs, make projections/predictions of future housing conditions and needs, and provide recommendations for policies, practices, and regulatory changes that can be implemented to address gaps between housing need and supply.

Required Components: The housing needs assessment shall include a demographic and economic framework; housing inventory; analysis of housing market conditions for both rental and homeownership; housing for sub-populations to include people with disabilities, older adults, and people experiencing homelessness; housing stock in terms of location, type, and quality; gaps between identified housing need and housing supply; policy and practice recommendations for near-term and long-term strategies for meeting housing needs. These recommendations shall be specific in nature and shall focus on implementation by the City of Montrose and its housing partners/organizations.

Area of Study: The housing needs assessment shall focus on the City of Montrose and its "3-mile area" or growth management area as outlined in the *Envision 2040 Comprehensive Plan*.

Application of Findings: The desired outcome of the housing needs assessment is to provide data and analysis that will be used:

- To inform planning analysis for various zoning districts;
- By City staff and area organizations to inform various grant applications and Low Income Housing Tax Credit (LIHTC) proposals;
- Identify trends in the local housing market and gaps between need and supply;
- To provide specific recommendations for the City of Montrose’s housing partners/organizations for implementing strategies to address near-term and long-term housing needs.
 - The housing needs assessment shall inform the City’s desire to create an expedited development review process for affordable housing, establish a density bonus program to increase the construction of units that meet critical housing needs, and lessen minimum parking requirements for new affordable housing.

1.3 SPECIFICATIONS/SCOPE OF SERVICE

1.3.1 Minimum Specifications

The final scope of services will be the result of negotiations between the City and the selected consultant as to how to best meet the City’s goals for the planning process. The housing needs assessment should include, but is not limited to, analysis of the following as provided below. Should one or more of this data sets be considered by the Consultant as irrelevant or superfluous to assessing housing needs or developing related strategies, please indicate this in the response.

CITY OF MONTROSE HOUSING NEEDS ASSESSMENT

A. Demographic Data

1. Population – Age, Ethnicity and Race, veteran status, People with Disabilities, Older Adults, People Experiencing Homelessness
2. Households – Size, Income Employment, Tenure, Cost Burden

B. Economic Conditions

1. Commuting Patterns and Transit Access
2. Labor Force, Unemployment, and Employment Trends
3. Major Employers, Employment Sectors, and Projected Job Growth by Sector
4. Regional Comparison of Economic Conditions
5. Wage Trends, Earnings by Sector, Relative Cost of Living

C. Housing Stock and Trends

1. Housing Stock by Age, Condition, Type, Density, Tenure, Group Quarters Status, Accessibility, and Location
2. Cost of Construction by Housing Type
3. Overcrowding, Severe Overcrowding, and Habitability
4. Building Permits, MLS, and Development Pipeline

D. Homeownership Market

1. Geographic Dispersion of Sales by Price Point
2. Payment Delinquency/Foreclosure
3. Rate of Federal Mortgage Loans and Loan Applications

4. Homeownership Rates and Vacancy Rates
 5. Home Prices, Values, Sales, and Inventory
 6. Utility Cost Burden
- E. Rental Housing Market**
1. Geographic Dispersion of Rents by Price Point
 2. Payment Delinquency/Eviction
 3. Utility Cost Burden and Utilities Included in Rent
 4. Rates of Rental Assistance and Rental Assistance Applications
 5. Rental Tenancy Rates, Vacancy Rates, and Median Rent
 6. Availability of Deed-Restricted Affordable Housing/Rental Assistance and Waiting Lists for Rental Assistance
 7. Assisted Housing (e.g. supportive, transitional housing) Analysis
- F. Special Populations**
1. Housing with Supportive Services for Disabled and Other Populations
 2. Rate of Chronic Homelessness and Availability of Transitional Housing
 3. Rate of Housing Assistance, TANF, and Welfare Receipt
 4. Availability of attainable workforce housing (rent/own)
- G. Gap Analysis**
1. Demand Forecast
 2. Perceived Needs for Housing Rehabilitation
 3. Need-Supply Gap by Household Income, Housing Type, and Tenure
 4. Forecast of Costs to Close Gaps in Housing Stock by 2040
- H. Barriers Analysis**
1. Regulatory Provisions such as those found in the City's Zoning and Development Code and Building Code that have a Direct Impact on Housing Costs or the Provision of Certain Housing Types
 2. Market Forces Impeding Housing Supply
 3. Analysis of Supply Market, including Costs for Land, Construction, Utilities, and Permitting Fees, with Geographical Analysis
 4. Fair Housing Complaints
- I. Recommendations**
1. Local, State, and Federal and Non-Governmental Funding Sources
 2. Best Practices in Peer Communities
 3. Numerical Targets for Supply by Tenure and Household Income
 4. Recommendations and Best Practices for Regulatory Changes
 5. Scalable Strategies to Address Need-Supply Gaps
 6. Strategies for Public and Private Sector including City Housing Partners/Organizations
 7. Tools and Strategies to Promote Affordable and Attainable Housing for Very Low, Low, and Moderate Income Households
 8. Tools and Strategies to Reduce Non-Rent Cost Burdens such as Utility and Commute Costs
 9. Other Strategies Pertinent to the Scope of this Request
- J. Other**
1. Other Data Pertinent to the Scope of this Request

1.3.2 Community Outreach:

The Consultant shall be expected to perform outreach and interviews to gather data, interface with relevant stakeholders, and cooperate with City officials. An extensive resident survey shall be required to gain a reasonable sample of data for the Assessment. The Consultant shall also identify and engage stakeholder focus groups as needed to obtain the information required for the study and prepare a final presentation for the community.

1.3.3 City Officials:

The Consultant shall attend at a minimum one (1) meeting of the City of Montrose City Council, where a presentation may be necessary.

1.3.4 Other Specifications:

The product shall be of a quality that is suitable for public distribution, describing the nature of the project, research performed, findings, conclusions, and recommendations. The Consultant will provide Geographic Information Systems (GIS) based products to be included as part of the document and analysis, as well as quality graphical representations of findings where appropriate.

The proposal shall designate whether meetings will be conducted in person or virtually.

1.3.5 Owner's Responsibilities:

City of Montrose staff will assist in providing information, maps, GIS data and other community-generated materials such as previous studies. Staff may also assist with developing a list of, coordinating meetings with, and distributing draft materials to relevant persons and agencies in study area.

The following documents are available on the City of Montrose's website at www.cityofmontrose.org and may be reviewed by consultants to inform a response to this Request:

- City of Montrose Envision 2040 Comprehensive Plan
 - Existing Conditions Report
 - Community Meetings Summaries
- 2016 Community Survey Final Report

PART 2 – PROPOSAL FORMAT, SCHEDULE, AND SELECTION

2.1 PROPOSAL FORMAT

Title Page

- Name of Project Director/Principal Contact including direct phone number(s) and email address(es)

- Names of Professional Staff Assigned to the Project
- Date of Proposal
- Signature of Person having proper authority to make formal commitments on behalf of the firm

Project Proposal

- Problem Statement, Description of Project Proposal, Consultant's Interest
- List of major tasks required for the project and specific personnel assigned to each task
- Project schedule – define anticipated time schedule for each of the defined tasks. Identify, if any, all data, facilities and equipment the city is required to provide for Consultant to perform the services described herein.
- The project schedule must reflect a completion date of March 25, 2023.

Qualifications

- Resumes of professional staff assigned to the project
- Describe similar projects completed by the principal staff and any innovative techniques incorporated into the projects
- Describe other relevant experience of the consultant or principal staff
- Identify subcontractors or subconsultants that will be used and describe their experience/qualifications.
- Provide two (2) professional references. Include the name of the organization, a brief summary of the work, and the name and telephone number of a responsible contact person.
- Provide a statement on your organization's current workload and ability to complete the project on time.

Finances/Budget

- List hourly rates for key staff working on the project.
- Provide a proposed breakdown of fees for each milestone, including all personnel time, equipment, supplies, overhead expense and profit.
- Describe any other pertinent information that will give the evaluation team general information to determine the overall efficiency and effectiveness with which the firm does business.

Optional Additional Data

- Provide any additional information that will aid in evaluation of the consultant's qualifications with respect to this project.

2.2 SELECTION CRITERIA

Proposals will be evaluated by a selection committee by assigning a score between 0 and 4 in each of the weighted categories listed below.

- Price: 30%
- Qualifications/Similar Project Experience: 25%
- Overall Presentation, Level of Detail, and Project Understanding: 25%
- Team Assigned to the Project/Proposed Sub-Consultants: 20%

2.3 PROJECT SCHEDULE

Proposers are asked to prepare a project schedule broken down by work elements provided in Section

1.1. The project schedule is subject to the following conditions:

- Bid Opening: June 17, 2022
- Bid Closing: July 11, 2022
- Anticipated Notice of Award: July 18, 2022
- Contract Execution: July 25, 2022
- Notice to Proceed: Several days following contract execution by consultant
- Phase One Complete: January 25, 2023
- Phase Two Complete: March 25, 2023

END OF SECTION