

**PW 7353 - PROGRAM MANAGEMENT FOR THE SAN
JOSE/SANTA CLARA WATER POLLUTION CONTROL PLANT
CAPITAL IMPROVEMENT PROGRAM**

4. EVALUATING THE QUALIFICATIONS STATEMENTS

4.1 Responsiveness of Submission

A statement of qualifications 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 statement of qualifications.

4.2 Supplemental Information

The City reserves the right to require any or all proposers to provide supplemental information clarifying any of the materials submitted in response to this RFQ.

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 the statement of qualifications (SOQ). This includes contacting and speaking with references. The City may use any relevant information gathered by such investigation - and any other relevant information that comes to its attention - to evaluate a proposer.

4.4 NOT USED

4.5 Screening Panel

The City will establish a screening panel of four (4) voting members to review Proposals. Using the Evaluation Criteria set forth below in Section 4.6, each member of the screening panel will independently evaluate and score each SOQ. A proposer's numerical score will be the average of the numerical scores given by the members of the screening panel for that proposer. The City will rank the SOQs from highest to lowest based on their respective numerical scores.

4.6 Evaluation Criteria

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

| Evaluation Criteria | Possible Points |
|---|------------------------|
| General Submittal Requirements | Pass/Fail |
| Technical Evaluation Criteria | |
| Expertise – Key Personnel, Organizational Chart | 30 |
| Experience – Past Program Management of Similar Programs | 30 |
| Approach - Consultant Relationships, Complex Program Management, Schedule and Budget Management, Resource Integration, Identifying Efficiencies | 30 |
| Non-Technical Evaluation Criteria | |
| Preferences: | |
| • Local Business Enterprise | 5 |
| • Small Business Enterprise | 5 |
| TOTAL | 100 |

4.7 Interviews

After evaluating and scoring the statements of qualifications, the City will conduct oral interviews of the top three (3) to five (5) rated proposers before making its final ranking. The City will conduct oral interviews as follows.

- The City will determine how many of the highest ranked proposers it will interview. The City will interview the highest ranked proposers within the number of proposers it decides to interview. For example, if the City decides to interview 4 proposers, it will interview the 4 highest ranked proposers.
- The City will establish an interview panel consisting of 3 or more persons.
- Each member of the interview panel will independently evaluate and score each interviewed proposer using a point system

consisting of the same Evaluation Criteria and criteria weights as is set forth above in Section 4.6.

- A proposer's final numerical score for the interview will be the average of the numerical scores given for the interviews by the members of the interview panel for that proposer. The City will determine the final ranking of the interviewed proposers, from highest to lowest, based on their respective combined numerical scores.

4.8 Written Notification of Rankings

The City will post on BidSync the results of the ranking based on the scores of the Evaluation Panel in accordance with Section 4.7 above. The City has decided to conduct interviews, so this notice is an "Interim Notice." The "Interim Notice" will state how many of the top ranked proposers the City will interview. The City will follow up with each of the highest-ranked proposers to provide information regarding the interviews. Following the interviews, the City will post the "Final Notice" of the ranking on BidSync.

4.9 Post Award Submittal Requirements

The 3 highest ranked proposers in the Final Notice must submit a Certificate of Insurance within 5 business days from the final day of the protest period set forth below in Section 8.2. A proposer's failure to provide the documents within this time frame may result in the City disqualifying that proposer.

4.10 Negotiations

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