

Evaluation Criteria

To be considered for award, Proposers shall demonstrate the ability to obtain adequate financial resources, be able to comply with required or proposed delivery/completion schedule, have a satisfactory record of performance, have a satisfactory record of integrity and ethics, and be otherwise qualified and eligible to perform the work described in their Proposals, which will be evaluated on the criteria set forth below.

Proposal Evaluation Criteria

Criteria	Maximum Points
Minimum Requirements	Pass/Fail
Experience and Qualifications	15
Proposed Approach	35
Cost	50
Total	100

Minimum Requirements

Proposers shall provide references demonstrating that they have provided similar Services that meets or exceeds the City's preferred minimum requirements as determined by this RFP. Meeting the City's minimum requirements shall be considered as a critical component of the evaluation of Technical Criteria. The minimum criteria are scored on a pass-fail basis. Failure to provide proof of meeting the minimum requirements may result in disqualification of Proposals from further consideration at the City's sole discretion.

Experience and Qualifications

Proposer's experience and qualifications provided in accordance with the RFP shall indicate the Proposer's relevant company history and ownership, subcontractors, performance history, key personnel experience and qualifications with work of similar scope and complexity, and financial capacity to perform the work. Proposers with high levels of experience, qualifications and financial capacity shall be deemed most advantageous to the City.

Proposed Approach

Proposer's approach to providing Service shall reflect the ability to schedule and meet requirements in accordance with the RFP as demonstrated by the information provided in the Proposals pursuant to the RFP. Proposers shall be evaluated on their demonstrated ability and resources to provide a smooth transition and to implement and effectively manage Services for the term of any Agreement developed as a result of this RFP. The City shall consider key personnel, facilities, equipment, and capability to provide consistent quality control and worker training and all other technical specifications required as described in the RFP.

Cost

Costs provided shall be all inclusive of all costs necessary to meet the requirements included in this RFP and shall be compared and evaluated for their competitiveness, reasonableness, and logically consistent relationship with proposed equipment, services, facilities, conditions, and operating assumptions. Each and every bid item shall have a cost or percentage, as applicable, entered; and any blank bid item shall be considered all-inclusive at no cost or zero percentage, as applicable. The Proposer with the lowest estimated total annual cost shall receive all available points and all other Proposers will receive a proportional share of the points based on the proration of their cost to the lowest cost provided. The City reserves the right to evaluate multiple combinations of proposed pricing based on the Proposals received to determine the best value to the City under alternative scenarios.

General Evaluation and Disqualification Provisions

The City shall, in its sole discretion, determine the following.

- A. Whether a Proposal is compliant.
- B. Whether a failure to comply constitutes a material deviation.
- C. Whether a Proposer's Proposal meets the minimum qualifications of this RFP.
- D. The rankings of the Proposals and whether a Proposal is disqualified or will cease to be considered in the evaluation process.

The City's discretion in determining compliance, scores, ranking and disqualification of the Proposers and their proposal shall not be limited or restricted in any way. The City has the right, at any time and in its sole discretion, to consider in the evaluation of the proposals or in the exercise of any of the City's rights under this RFP.

- E. Any instances of poor performance by a Proposer of which the City has direct knowledge.

- F. Any publicly available information about a Proposer that is, in the City's sole discretion, credible information.

Disqualification

The City may, in its sole discretion, disqualify a Proposer or reverse their decision to make an award (even if the award has already been made to a Selected Proposer under this RFP) at any time if:

- A. The Proposer contravenes RFP Section [4.2](#) of the RFP. (included below for reference)
- B. The Proposer fails to comply with applicable law.
- C. The Proposal contains false or misleading information or a misrepresentation.
- D. The Proposer or any of their respective advisors, employees or representatives directly or indirectly collude with one or more other Proposers or any of their respective advisors, employees or representatives in the preparation or submission of a Proposal or otherwise contravenes Section [4.2](#) of the RFP. (included below for reference)
- E. The Proposer has committed a material breach of any existing agreement between the Proposer and the City.
- F. The Proposer has been convicted of an offense in connection with any services rendered to the City.
- G. There are any convictions related to inappropriate bidding practices or unethical behavior by a Proposer or any of their affiliates in relation to a public or broader public sector solicitation.

Proposer Interviews

The City may or may not elect to conduct in-person interviews of short-listed Proposers. If the City elects to conduct interviews, interview dates and times will be coordinated with responsive Proposers before any Agreement is awarded. The City shall have the opportunity, at its sole discretion, to the following.

- A. Request and schedule an interview with short list Proposers that have been selected to move forward as part of the evaluation process.
- B. Request written clarifications from Proposers based on the City's review of the submittal.
- C. Upon completing Proposer interviews and reviewing clarifications submitted, the City shall adjust the scoring for short list Proposers as appropriate.
- D. The City may enter directly into an agreement with the highest-ranking short list Proposer and is under no obligation to request Proposer interviews.

Award of Agreement

The City reserves the right to accept or reject in part or in whole any Proposal submitted or all Proposals submitted, and to waive any technicalities or informalities in the best interest of the City. The City reserves the right to cancel the RFP at any time and to award no Agreement without further obligation to Proposers. Award of an Agreement shall be made to the most responsible, responsive Proposer who's offer is determined to be the best value offer, taking into consideration the relative importance of price and other factors set forth in the RFP.

Additionally, the City maintains the right to accept or reject any and all Proposals and re-solicit Proposals as it deems to be in the best interests of the City. If an Agreement is developed as a result of this RFP, it shall be made to the Proposer who scores highest in the Proposal evaluation as determined by the City taking into consideration the evaluation criteria set forth in the RFP.

Once an Agreement is awarded, prices shall remain firm for the Agreement term except as otherwise stated in the Agreement. The Agreement shall commence on the date of award and continue until all terms and conditions are satisfied and complete. Services under this Proposal shall begin no sooner than July 1, 2027, and no later than June 1, 2028.

4.2 Communication Restrictions (included for reference)

After release of this solicitation, Proposer contact regarding this RFP with members of the RFP evaluation, interview or selection panels, employees of the City or officials of the City other than the City Clerk or as otherwise indicated is prohibited and may result in disqualification from this procurement process. No officer, employee, agent or representative of the Proposer shall have any contact or discussion, verbal or written, with any members of the City Council, members of the RFP evaluation committee, interview, or selection panels, City staff or City's contractors, or directly or indirectly through others, seek to influence any City Council member, City staff, or City's contractors regarding any matters pertaining to this solicitation, except as herein provided. If a representative of any Proposer violates the foregoing prohibition by contacting any of the above-listed parties with whom contact is not authorized, such contact may result in the Proposer being disqualified from the procurement process. Any oral communications are considered unofficial and non-binding regarding this RFP. This provision excludes communications related to the current service.