



Solicitation Information
September 17, 2012

LOI # 7458042

TITLE: The RI Bays, Rivers, and Watersheds Coordination Team: Municipal Stormwater Utility District Development Support

Submission Deadline: October 10, 2012 @ 11:00 am (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: September 26th: 9:00 am
Mandatory: No
Location: DOA / Purchasing, Second Floor 1 Capitol Hill, Providence, Rhode island

Questions concerning this solicitation may also be sent to the Division of Purchases at rfp.questions@purchasing.ri.gov no later **October 1 at 12:00 pm (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP/ LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Thomas Bovis, Interdepartmental Project Manager

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST FOR PROPOSALS (RFP) TO:
RI Bays, Rivers, and Watersheds Coordination Team:
Port Development Opportunities Study
LOI # 7458042

INTRODUCTION

The Rhode Island Department of Administration / Division of Purchases on behalf of the Rhode Island Bays, Rivers and Watersheds Coordination Team, in coordination with the Rhode Island Department of Environmental Management Office of Water Resources, is soliciting for consulting services to develop and provide expert support for municipal stormwater utility district development efforts in the Town of Middletown, in accordance with the terms of this solicitation and the State's General Conditions Purchase.

REQUIREMENTS FOR THE PROPOSED PROJECT ARE: To serve as a consultant to the Rhode Island Bays, Rivers and Watersheds Coordination Team (hereinafter the "Coordination Team") in order to provide consulting services on the design and implementation of a stormwater utility district for the Town of Middletown. The consultant will work directly with the Project Management Team that will be comprised of representatives from the Coordination Team, DEM's Office of Water Resources (hereinafter the "DEM OWR") and Town of Middletown.

This solicitation, and any subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov.

Firm selected or any sub contractor hired by the firm who provides services for this RFP is not eligible to bid on any underlying construction or future independent consulting services for this project.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request may be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The “Official” time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Proposals should include the offeror’s FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten percent (10%) participation by Minority Business Enterprises in all State procurements. For further information, visit the web site at www.mbe.ri.gov. To speak with an MBE officer, please call (401) 574-8253.
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- Equal Employment Opportunity (RIGH 28-5.1) Declaration of Policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies in all areas where the State dollar is spent: in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office at 401-222-3090.
- If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI.

PROJECT BACKGROUND

Middletown, RI is one of three towns located on Aquidneck Island, the largest island in Narragansett Bay. The town is bordered by Portsmouth to the north, Newport to the south, Narragansett Bay on the west and the Sakonnet River and Rhode Island Sound on the east and south east borders. The town has a total area of 14.9 square miles and is home to over 16,000 residents. Middletown has almost 7,000 households and just fewer than 500 business/industrial properties, primarily clustered around East Main and West Main Roads – both of which are state owned roads. The majority of the development in the town is located along the southern border, closest to Newport. Most of the town's undeveloped land can be found in the northeast portion of Middletown, near the shared town line with Portsmouth. Along with Newport, Middletown is a tourist destination boasting several ocean beaches, a wildlife refuge, golf courses and vineyards.

There is a large naval base, located in the southwestern part of Middletown that has a separate MS4 permit. The town also contains several state owned properties, including the Newport State Airport.

Surface Waters in Middletown

The majority of Middletown relies upon the City of Newport for its drinking water supply. Four of Newport's nine drinking water supply reservoirs are located entirely or partially in Middletown and are fed by rivers and streams that flow in a southerly direction through the town. These rivers, Bailey's Brook (and North Easton's Pond which it flows into), Maidford River and Paradise Brook, are all impacted by untreated stormwater and are included on the state's 303d list of impaired waters. Untreated stormwater also contributes to closures at Easton's Beach and Atlantic Beach Club as well as at Third Beach. Furthermore, the town experiences flooding along Bailey's Brook as well as localized flooding in several neighborhoods.

Middletown's Stormwater Management Program

The Town of Middletown operates a municipal separate storm sewer system (MS4) and has prepared and is implementing the required Phase II Stormwater Management Program Plan, consistent with the Rhode Island Pollutant Discharge Elimination System (RIPDES) General Permit (also known as a Phase II stormwater permit). Under the general permit, MS4 operators establish programs to protect the quality of surface waters by controlling pollution from stormwater discharges. Program elements include: public education and involvement programs; controls on stormwater runoff from new development both during and after construction; ongoing detection and elimination of illicit discharges into the storm sewer system; and pollution prevention programs such as catch basin cleaning and street sweeping – collectively referred to as the “*six minimum measures*.”

Middletown's current stormwater program consists of the following key elements:

- Phase II stormwater program is administered town-wide:
 - Includes public education about stormwater:
 - Public workshops; and
 - Informational mailings with bills;

- All development/redevelopment projects town-wide are reviewed and approved for consistency with soil erosion and sediment control ordinances, and post construction stormwater requirements;
- Site inspections of construction sites and Best Management Practices (BMP's); and
- Town-wide street sweeping, catch basin cleaning and other general maintenance.

The Town of Middletown has undertaken several capital improvement projects to address beach closures at Easton's Beach. These projects include the re-location of the Esplanade Outfall, catch basin retrofits to "rodent proof" drainage system that discharges to the moat and Esplanade outfalls and construction of the Newport Avenue bio-retention pond and Gaudet Middle School bio-retention pond. The Town has also undertaken a feasibility study to assess drainage issues on the Maidford River and beach closures at Third Beach.

Water quality restoration studies referred to as TMDL's (Total Maximum Daily Loads) have been completed for North Easton's Pond (addressing phosphorus impairments), Bailey Brook, Maidford River and Paradise Brooks (addressing bacteria impairments). Because stormwater has been determined to be contributing to these water quality impairments, Middletown and the RI Department of Transportation (RI DOT), as operators of storm sewer systems in these watershed areas, are required to revise their stormwater plans. These revisions should enhance the six minimum measures of the MS4 permit to address the pollutants of concern and/or to undertake and implement catchment area analyses to identify locations where structural retrofits can be constructed to reduce stormwater pollution (and runoff volumes), consistent with the TMDL documents' provisions. Middletown has received a 319 grant from RIDEM to undertake the required catchment area analyses for priority outfalls in the Bailey Brook watershed.

In addition to addressing stormwater pollution identified in the TMDL documents, the Town of Middletown has also identified several future capital improvement projects to replace aging drainage systems and mitigate chronic flooding. Middletown expects that there may be infrastructure improvements required to address stormwater issues on the Maidford River and at Third Beach.

As of January 2011, new land development and certain redevelopment projects statewide must now follow the revised RI Stormwater Design and Installation Standards Manual which requires the use of low impact development (LID) techniques as the primary method of stormwater control. The manual also requires infiltration of a portion of stormwater into the ground and includes water quality performance standards that stormwater management practices must meet to minimize impacts to surface water and groundwater.

Initial Stormwater Utility Feasibility Analysis and Report for Middletown

In 2011, DEM OWR completed an initial Stormwater Utility District Feasibility Study for Middletown, RI (attached). This study gathered data about Middletown's stormwater program including program costs, stormwater quality and flooding concerns, current and future capital improvement projects and needs, and other anticipated future expenses (e.g. new Phase II and TMDL requirements). The study also analyzed aerial photography to create an updated impervious cover Geographic Information System data layer for the Town of Middletown. Total square feet of impervious cover per parcel and an Equivalent Residential Unit (ERU) value were calculated.

This information will be made available to the selected consultant(s).

PROJECT PURPOSE

Maintaining and enhancing Middletown's stormwater infrastructure, treatment systems, and management and education efforts will entail significant infrastructure and treatment costs and management challenges. Middletown will need to respond to TMDL water quality requirements, successfully address flooding problems and infrastructure replacement needs, design and implement stormwater infrastructure retrofits to provide water quality treatment, and otherwise implement stormwater best management practices.

Middletown's stormwater program relies presently upon funds designated for the Department of Public Works out of the Town of Middletown's General Fund, and revenues obtained for project specific work from the Capital Improvement Project budget and grants.

It is the intention of the Coordination Team, in coordination with DEM OWR, that a consultant will be retained to lead the Middletown Stormwater Management Assessment Project (Hereinafter the "Project"). The project's goals are:

- Facilitate local and regional stakeholder understanding and support for enhanced stormwater management
- Thoroughly assess Middletown's stormwater management needs, current and future level of stormwater services provided town-wide, needed stormwater infrastructure upgrades and replacements and equipment, the costs of those services, infrastructure and other capital expenditures, and financing options
- Provide detailed guidance and tools for establishing a stormwater utility district in Middletown to fairly and adequately finance Middletown's stormwater management program and infrastructure needs.

To achieve these project goals, the consultant(s) will undertake and complete the tasks as delineated in the following section.

PROJECT TASKS AND DELIVERABLES

Task 1: Establish a Stormwater Management Steering Committee

The consultant(s) will work with Town of Middletown and DEM OWR staff to undertake a facilitated stakeholder process that will assess and discuss issues and concerns surrounding future adoption by Middletown of a stormwater utility, and provide recommendations to Middletown's Town Council, Department of Public Works, and other local organizations regarding the design, implementation, and fiscal and management benefits of a municipal stormwater utility. The stakeholder process will be conducted via a Stormwater Management Steering Committee (hereinafter the "Steering Committee") that will be comprised of representatives from the Town of Middletown, RIDOT, DEM OWR, businesses, industry, non-profits, Middletown residents, and other key stakeholders.

The consultant(s) will lead the Steering Committee through a process to review and gain an understanding of:

- Town of Middletown's stormwater system and level of stormwater services provided town-wide;
- Effects of stormwater runoff originating from public and private property in Middletown on the facilities and infrastructure, both public and private in the Town of Middletown and City of Newport, and on the quality of surface waters in the Town of Middletown as well as downstream waters in the City of Newport;
- The regulations to which the Town must comply, including the RIPDES Phase II Stormwater Permit requirements, additional TMDL Implementation Plan requirements, and any other applicable regulations;
- Town of Middletown's stormwater management program goals and objectives, and current and future costs of services (as further described in Task 2 below);
- Benefits of adopting a stormwater utility to meet the Town of Middletown's goals for managing storm water; and
- Additional information and steps, including any studies necessary to guide the Town's consideration of adoption of a stormwater utility (as further described in tasks below).

The consultant(s) will also work with the Steering Committee to execute Tasks 2 – 6 as delineated below.

Task 1 Deliverable

Creation of a Project Steering Committee and implementation of a facilitated assessment and stakeholder education process.

Task 2: Develop Stormwater Utility Implementation Plan

The consultant(s) will work with the Steering Committee, the Middletown Town Administrator and the Middletown Public Works Director to prepare a Stormwater Utility Implementation Plan to implement the Town's stormwater management program with financing provided via adoption and implementation of a stormwater utility. More specifically, in this task, the consultant will work with the Steering committee and town staff to:

- develop a detailed set of goals and objectives for the Town's Stormwater Management Program recognizing the Town's interest to incorporate an asset protection and management strategy for local stormwater infrastructure, ensure compliance with all applicable state and federal water quality and stormwater regulations and requirements, and in general ensure the protection of the public health and safety of the town's residents and visitors;
- analyze current and future costs of services including: all routine operation and maintenance activities; routine repairs, replacements, and upgrades necessary to maintain a functional stormwater system; capital improvement projects to mitigate flooding, prevent contamination of the receiving waters; and replace aging and/or undersized infrastructure, and an allotment for emergency repair; and
- develop an implementation schedule (including time frames and estimated costs) for Middletown's stormwater management program.

Task 2 Deliverable

An up-to-date stormwater management assessment and strategy for the Town of Middletown.

Task 3: Create a Roadmap for Adoption of a Middletown Stormwater Utility

The consultant(s) will work with the Steering Committee and the Middletown Town Administrator and/or Public Works Director to create a "Road Map" that will provide detailed guidance on execution of a decision process Middletown would follow to design and implement a stormwater utility district; including additional technical studies, public education efforts, and a time table.

Task 3 Deliverable

A detailed road map for the Town of Middletown to design and promulgate a stormwater utility.

Task 4: Develop a Model Stormwater Utility Ordinance

The consultant(s) will work with the Middletown Town Administrator, Public Works Director, and Town Solicitor to develop a draft stormwater utility ordinance. The draft ordinance shall be consistent with RIGL 45-61, "Rhode Island Stormwater Management and Utility District Act of 2002" and fully reflect the outcomes of the stakeholder process led by the Steering Committee. Any ordinance amendments or other necessary legal measures will be identified. Legal review of the model ordinance does not need to be incorporated into the project budget.

Task 4 Deliverable

A model stormwater utility ordinance for Middletown.

Task 5: Identify Data Sets, Systems and Processes Necessary to Implement a Stormwater Utility District for the Town of Middletown

Task 5 Deliverable

Implementation Document identifying necessary database, systems and processes to implement a stormwater utility and enterprise fund for the Town of Middletown

Task 6: Creation of Stormwater Utility Webpage(s)

Working with the Steering Committee, the consultant(s) will design a webpage(s) that will serve as an educational resource for town residents and businesses regarding Middletown's stormwater management challenges and requirements, stormwater infrastructure and treatment, and the benefits of financing municipal stormwater management via a stormwater utility. The webpage(s) shall include the briefing materials created under Task 5 as well as other documents and images that will inform the public about stormwater management and financing, and facilitate town-wide discussions. The content of the stormwater utility webpage(s) will be subject to review and approval by the Steering Committee, the Town Administrator, the Public Works Director, and other town authorities as necessary.

Task 6 Deliverable

A well-designed webpage(s) that can be readily incorporated into the Town of Middletown's web site.

Task 7: Conduct Three Public Education Workshops

The consultant(s) will work with the Town Administrator and/or Public Works Director and the Steering Committee to coordinate and execute up to three educational workshops with the Middletown Town Council at key points in the process. These workshops will keep the Town Council apprised of the progress made by the consultant(s) and Steering Committee and serve as opportunities to further educate the public about stormwater concerns in Middletown and the town's effort to evaluate adoption of a stormwater utility as a means to help address those concerns. The consultant will prepare briefing materials and power point presentations for each of these workshops.

Task 7 Deliverable

Implementation of at least three stormwater education workshops designed to apprise the Town Council and members of the public on the Steering Committee's process and findings, along with supporting materials that will also be available for future educational efforts.

OFFER SUBMISSION AND DUE DATE

The letter of transmittal and proposals **(an original plus 10 (ten) copies)** should be mailed or hand-delivered in a sealed envelope marked "LOI # 7458042, Municipal Stormwater Utility District Development Support" by the date and time listed on page 1 of this solicitation.

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

PROPOSALS SHOULD INCLUDE THE FOLLOWING:

A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.

1. A Fixed Cost Proposal based on deliverables outlined in this RFP and, in addition, a cost proposal reflecting the hourly rate for each proposed staff member, or other fee structure, proposed for this scope of services.
2. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
3. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word/Excel OR PDF formats are preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "original".

INSTRUCTIONS FOR PROPOSAL CONTENT AND FORMAT:

Technical Proposal - Consistent with the Project Tasks and Deliverables described above, the Technical Proposal content must include, at a minimum, the following information for the Project Management Team to review:

BACKGROUND AND PREVIOUS EXPERIENCE:

- ❖ **A Completed and signed three-page RIVIP bidder certification cover form.** Form is downloadable from www.purchasing.state.ri.us.
- ❖ **A Completed and signed W-9 Taxpayer Certification Form,** downloadable from www.purchasing.state.ri.us
- ❖ **Company Introduction:** Respondents are to include a complete description and other relevant information documenting organizational structure and the agency's expertise and length of experience relative to the service requested.
- ❖ **Relevant Experience:** Respondents are to describe their prior experience in strategic planning and consulting in support of municipalities' evaluation and adoption of a stormwater utility district, and include a representative list of projects completed involving such work.
- ❖ **Existing Workload:** Respondents should describe their capacity to add this project to their existing workload within the timeline expressed.

ORGANIZATION AND STAFFING:

- ❖ **Staff Qualifications:** Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondents must demonstrate that staff has appropriate knowledge and depth of experience to execute the tasks.
- ❖ **Sub-Consultants:** As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. The qualifications of subcontractors to perform tasks must be documented. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

PROJECT WORK PLAN:

- ❖ **Project Approach:** Respondents are to provide a detailed technical synopsis of their proposed services based on the Project Tasks and Deliverables requested by the Coordination Team, including any technical or personnel issues that will or may be confronted at each stage of the project. Proposals that depart from or materially alter the terms, requirements or Project Tasks and Deliverables as defined by this RFP will be rejected and considered non-responsive.
- ❖ **Work Plan:** Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan, key risks, a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state or Town of Middletown will be completing.
- ❖ **Project Manager:** Vendor must provide a project manager to serve as the main interface with the Project Management Team and the Coordination Team Chair. Project must be managed by a person of adequate expertise in stormwater utility district development and implementation. The project manager must have experience with projects that are comparable in size and scope.
- ❖ **Reporting Requirements:** Any reports generated will be submitted both in hard copy and electronically (Microsoft Word) for ease of review. The successful respondent will be prepared to discuss and review findings in a coordinated team meeting environment should this be required and consistent with the Project Tasks and Deliverables. The Project Management Team and the Contractor must mutually agree upon any alternative electronic formats.
- ❖ **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide the Project Management Team with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

COST PROPOSAL

The separate cost proposal must identify costs for each project deliverable/service and will be inclusive of all costs and expenses. Costs should be itemized by major tasks and sub-tasks. Personnel costs should be detailed in hourly rates and the hours estimated for each task or sub-task. Contractors must also identify any assumptions made when developing their cost proposal. The State reserves the right to eliminate certain tasks from the final contract award pending funding availability.

The contract awarded from this solicitation will be a fixed price. The State will reimburse the Contractor in accordance with the agreed upon deliverable price. All invoices should reflect actual work done. Specific details of invoices and payment will be agreed upon between the State and the Contractor after the proposed Contract Agreement has been signed and accepted by both the Contractor and the State's Chief Purchasing Officer. This activity will occur only upon the specific written direction from the Rhode Island Division of Purchases.

The State's designee will review all work for acceptance within a mutually agreed upon timeframe from completion and/or receipt. The Contractor will not be paid for any costs attributable to corrections of any errors or omissions that have been determined by the State to be occasioned by the Contractor. Payments will not be made until work is accepted.

The Coordination Team estimates a contract period of twelve months. The following project schedule is contemplated:

September 17, 2012	Request for Proposals Issued
October 10, 2012	Responses to RfP Due
October 19, 2012	Interviews Scheduled as Necessary
November 2, 2012	Consultant Selected and Notified
1 month from project start date	Task 1 Completed
5 months from project start date	Drafts of Documents delineated in Tasks 2, 3, 4, and 5 submitted to Project Steering Committee
6 months from project start date	Final versions of documents delineated in Tasks 2, 3, 4, and 5 approved by Project Steering Committee
6.5 months from project start date	Draft web pages specified in Task 6 submitted to Project Steering Committee
7 months from project start date	Web pages specified in Task 5 approved by Project Steering Committee
11 months from project start date	Task 6 workshops completed

Proposers are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation shall not exceed architect/engineer's actual cost incurred x 1.04.

COMPLETION AND ACCEPTANCE CRITERIA

The following criteria will be used by the State to determine Acceptance of the Services and/or Deliverables provided under this RFP.

Document Deliverables

1. Documents include, but are not limited to, memos, reports, maps, plans, electronic presentations, review documents, project schedules, and status reports.
2. Draft documents are not accepted as final deliverables.
3. Each deliverable will be complete within itself and will be consistent with previously produced deliverables.
4. The Project Management Team will review and approve each deliverable. If a deliverable is determined to be unacceptable, the Project Management Team will identify the deficiencies in writing to the Contractor. The contractor will be required to correct identified deficiencies to the satisfaction of the Project Management Team.

The following criteria will be used by the Project Management Team to determine Final Acceptance under this award.

1. All documents and services are delivered and accepted by the Project Management Team in accordance with the requirements of this contract and the accepted Contractor's proposal.
2. All bills related to this contract have been submitted and approved for payment.

AWARD PROCESS

Method of Evaluation

All proposals received by the submission deadline will be evaluated by a Project Management Team. This committee will evaluate and score each respondent on the selection criteria described in this solicitation and a formal written evaluation, with an award recommendation, will be provided to the State Purchasing Agent, or his designee, who shall make the final award determination.

Evaluation Criteria

The following criteria will be used to score proposals:

1. (20 points) - Overall quality of the proposal and responsiveness to the Request including description of each task
2. (15 points) - Competence and relevant experience of the organization to provide the required services;
3. (15 points) –Qualifications and relevant experience of the personnel assigned to the project;
4. (10 points) – Demonstration of a managerial approach that will result in the successful and timely completion of the project; including ability to meet deadlines;
5. (20 points) – Allocation of staff effort to each task is acceptable and reasonable
6. (20 points) Project Cost – calculated as the lowest responsive cost proposal/this cost proposal multiplied by 20 points

Total 100 points

Only those proposals receiving 60 (or greater) of 80 possible technical points will be considered for award consideration.

Oral Presentation

Bidders who submit proposals **may** be required to make oral presentations of their proposals to the State. These presentations provide an opportunity for the Bidders to clarify the proposals through mutual understanding. Purchasing Operations will schedule these presentations, if required.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, to make multiple awards, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission.