



**Ventura County Transportation Commission**

**REQUEST FOR PROPOSALS (RFP)**

**COMMUTER ASSISTANCE PROGRAM (CAP) MANAGEMENT SERVICES**

**Proposals must be submitted  
No later than 3:00 PM  
January 6, 2023**

**LATE PROPOSALS WILL BE REJECTED**

**TABLE OF CONTENTS**

<b>ITEM/SECTION</b>	<b>PAGE NO.</b>
1.0 INTRODUCTION AND BACKGROUND.....	3
2.0 DEFINITIONS AND SCHEDULE .....	4
3.0 INSTRUCTIONS TO OFFERORS.....	4
4.0 INSURANCE .....	8
5.0 SCOPE OF WORK.....	8
6.0 MODIFICATIONS AND ALTERNATIVE PROPOSALS .....	8
7.0 RFP REQUIREMENTS .....	9
8.0 EVALUATION AND SCORING.....	11
 APPENDIX A – STATEMENT OF SERVICES	
 APPENDIX B - MODEL CONTRACT	
 APPENDIX C - PROPOSAL LETTER	
 APPENDIX D - CERTIFICATION OF OFFEROR REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS	
 APPENDIX E – FEDERAL PROVISIONS	

## 1.0 INTRODUCTION AND BACKGROUND

### Introduction

The Ventura County Transportation Commission (VCTC) seeks proposals from qualified firms to provide Commuter Assistance Program (CAP) management services. VCTC seeks a competitive solution to meet the below described requirements and is hereby issuing this Request for Proposals (RFP) to solicit proposals from qualified consultants. The selected firm will be responsible for providing CAP services countywide including ride matching, commuter incentives, Average Vehicle Ridership (AVR) Surveys, post survey analysis reports, and Guaranteed Ride Home (GRH) program outreach and administration. For a complete description of the scope of services see the attached Statement of Services, Appendix A.

The language in this document and subsequent addenda or amendments supersedes any other language, instructions, directions, guidelines or other information relative to this project that may be acquired through a different source.

Through this procurement, the initial contract term will be for **three (3) years and two (2) months** with the option for VCTC to annually extend the contract for **two (2) one-year periods**. The anticipated start of service date is May 1, 2023. Award of contract under this solicitation will be made on a "best value" basis to one (1) Contractor.

This Request for Proposals (RFP) does not commit VCTC to awarding a Contract. Proposers shall bear all costs incurred in the preparation of the Proposal and participating in the Proposal process.

In conducting this RFP, VCTC reserves the right to:

1. Accept, reject any or all submittals, or any item or part thereof.
2. In its sole discretion, to accept the Proposal it considers most favorable to VCTC's interest.
3. Issue subsequent Requests for Proposals.
4. Alter the Selection Process Dates.
5. Remedy technical errors in the RFP process.
6. Request additional information from Proposers and investigate the qualifications of all firms under consideration.
7. Confirm any part of the information furnished by a proposer.
8. Obtain additional evidence of managerial, financial, or other capabilities.
9. Approve or disapprove the use of specific subcontractors.
10. Negotiate with any, all, or none of the Proposers.
11. Solicit best and final offers from all or some of the Proposers.
12. Award a contract to one (1) or more Proposers.
13. Accept other than the lowest-priced Proposal.
14. Cancel or withdraw this RFP at any time without prior notice and the VCTC makes no representations that any contract will be awarded to any Proposer responding to this RFP.
15. Waive informalities and irregularities in Proposals or the selection process.

### BACKGROUND

VCTC has been providing ridesharing services since 2002. In fall of 2017, VCTC authorized the outsourcing of rideshare database management to qualified consultant firms as is the case in other counties. This function, rideshare database management and data processing, was previously performed by VCTC staff. The primary functions at the time intersected with the Ventura County Air Pollution Control District (APCD) and much of the work centered around Rule 211 surveys, which form the basis of the Rideshare and Guaranteed Ride Home databases.

VCTC's rideshare program is part of a regional rideshare partnership with Metropolitan Transportation Authority (Metro), Orange County Transportation Authority (OCTA), Riverside County Transportation Commission (RCTC) and San Bernardino County Transportation Authority (SBCTA) operating from a common database enabling ride matching over an extremely large and complex area. VCTC currently uses the RidePro computerized rideshare matching system which is contractually administered by SBCTA. The purpose of maintaining a regional rideshare system between counties is to ensure that the County Transportation Commissions (CTCs) can provide a cost-effective service to worksites and commuters. The rideshare system that the CTCs jointly administer has kept up with

technical advancements in the industry and is continually being updated and improved. Continuing to maintain and enhance the system developed by the CTCs will ensure that the services provided will be technologically current, cost effective, and ensures that cross-county commuters can be assisted when researching ridematching options.

The Contractor will be responsible for managing the Regional Rideshare Database on behalf of and in partnership with the CTCs. Additionally, Contractor will coordinate communication between the CTCs and assist in resolving inconsistencies or issues that may arise as a result of implementing the Regional Rideshare Database.

The system offers online carpool and vanpool matching through a dedicated web site called RideMatch.info. In addition, the system offers bicyclists information about their route and can also assist them with finding a bicycling partner. The system provides worksites with an approved vehicle for compliance with the Ventura County Air Pollution Control District's (VCAPCD) Rule 211 Transportation Outreach Program. The VCTC Transportation Survey is a 'one stop' option for employers in that it combines Rule 211 data collection, an opportunity for voluntary carpool and vanpool matching for employees.

The Contractor will manage the VCTC Guaranteed Ride Home program, including administration, reimbursement and outreach of the program.

## 2.0 DEFINITIONS AND SCHEDULE

### Definitions

Proposer: Party or parties submitting a proposal in response to the subject Request for Proposals, hereinafter also referred to as "Offeror," "Firm" "Contractor" or "Consultant."

### Schedule

VCTC intends to adhere to a schedule in the procurement of and contracting for these services. It shall be understood by all proposers that despite the best intentions of VCTC, delays may ensue and consequently, the schedule could be affected. VCTC shall make reasonable efforts to keep all interested individuals and entities informed as to changes in the schedule. Schedule adjustments will be posted to the VCTC website.

At the time of issuance of this RFP, the schedule which is anticipated to govern this process shall be as proposed:

December 2, 2022	Issue RFP
December 12, 2022	Optional virtual Pre-proposal meeting
December 15, 2022	Written questions due
December 21, 2022	Written responses to questions to be posted to website
<b>January 06, 2023</b>	<b>Proposals are due – 3:00 PM PST</b>
January 07, 2023	Start of proposal evaluation period
February 1, 2023	Oral presentations as needed
March 3, 2023	Recommendation for Award Presented at VCTC Commission Meeting
May 1, 2023	Contract begins

Note: All updates and addendums will be posted to the VCTC website ([www.goventura.org](http://www.goventura.org)) and your attention to that website is required to access this information.

## 3.0 INSTRUCTIONS TO OFFERORS

### Pre-Contractual Expenses

VCTC shall not be liable for any pre-contractual expenses, which are defined as expenses incurred by a Proposer(s) in preparing and submitting its proposal in response to this RFP, negotiating with VCTC any matter related to the proposal, or any other expenses incurred by Proposer(s) prior to the date of award of the contract(s) resulting from this procurement.

## **Contract Type**

VCTC intends to award a cost-plus fixed fee contract, with a total not to exceed amount.

## **Period of Performance**

The contract term or period of performance will be for three (3) years and two (2) months with the option for VCTC to annually extend the contract for two (2) one-year periods. The anticipated start of service date is May 1, 2023. The option terms may be exercised by VCTC, at its sole discretion, with prior written notice to the Contractor.

## **Informed Proposer**

Offerors shall review the Model Contract (Appendix B) for a complete understanding of all terms and conditions included therein. Proposers are expected to be fully aware of the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at proposer's own risk and proposer cannot secure relief on the plea of error.

## **Proposer Representations**

By submitting a proposal, each proposer represents that it:

Has thoroughly examined and become familiar with the work described in the Statement of Services (Appendix A).

Understands the requirements of the Statement of Services, the nature and location of the work, and all other matters that can affect the work.

Will honor its proposal for 180 days and acknowledges that the proposal cannot be withdrawn within that time and without prior written consent from the Commission.

Will comply with all requirements set forth in this RFP and in the ensuing contract, if awarded.

Has reviewed the attached Model Contract (Appendix B) and, other than through the request for clarification process will not seek to alter or revise its terms and conditions.

If selected to perform the work, comply with all terms and conditions set forth in the contract associated with this procurement (Appendix B).

Will comply with:

- The Fair Employment and Housing Act, relating to non-discrimination, (California Government Code Sections 12900 et seq.).
- Statutory requirements relating to "Whistleblower" requirements (California Labor Code Sections 1101 et seq.).
- Statutory requirements relating to employment of undocumented aliens (California Public Contract Code, Section 6101).
- Statutory requirements related to "prevailing wage" requirements (California Labor Code, Sections 1720 et seq.).

## **Communication and Addenda**

VCTC is issuing this Request for Proposals (RFP). Unless otherwise directed, all communications and inquiries regarding this document should be directed to Claire Grasty, Director of Public Transit, VCTC at 805-642-1591.

VCTC reserves the right to revise or amend the RFP documents prior to the stated proposal submittal deadline. Any such revisions will be made by written addenda to this RFP. Such addenda will be posted on VCTC's website ([www.goventura.org](http://www.goventura.org)). Potential proposers are encouraged to check the VCTC's website routinely for relevant postings. Firms must acknowledge receipt of addenda in their proposal letters. Failure to acknowledge receipt of all addenda may render the proposal non-responsive.

## **Requests for Clarification**

### *Submitting Requests*

All requests for clarifications, changes, exceptions or deviations to the Statement of Work or terms and conditions set forth in this RFP must be submitted in writing via email to [cgrasty@goventura.org](mailto:cgrasty@goventura.org)

All such requests should reference the subject RFP title and must be received by the VCTC prior to Thursday, **December 15, 2022**.

### *VCTC Response*

The Commission will respond to all written questions during the written response period on the proposed schedule. If a change to the RFP documents is required, a written addendum will be issued.

Responses to written questions and addenda will be posted on the VCTC's website. Therefore, all potential proposers to this subject RFP are encouraged to check VCTC's website frequently. VCTC will not accept any requests for consideration of deviations, exceptions, changes or clarifications after the time and date specified above.

### *Exceptions or Clarifications to Model Contract*

Proposers shall familiarize themselves with the Model Contract (Appendix B). VCTC intends to use the attached Model Contract as the contract resulting from this RFP. Should the Proposer have concerns, questions, or recommended changes to the Model Contract requirements, those concerns/recommended changes must be specified in detail and submitted in writing to the Commission as set forth above. VCTC will review Proposer's concerns/recommendations and may post on the Commission's website Proposer's request and any comments from the Commission regarding the potential for consideration of such recommended change(s) during formal negotiations with the successful Proposer. Changes to the Commission's Model Contract shall be made at VCTC's sole and absolute discretion.

### *Withdrawal of Proposal*

Proposers may withdraw their proposals before the opening of proposals by submitting a written request signed by an authorized representative of the firm and delivered to VCTC.

### *VCTC Rights*

VCTC may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer, and require additional evidence of qualifications to perform the work described in this RFP. This RFP does not commit VCTC to award a contract to implement this procurement.

The selected Proposer(s) are required to comply with all relevant local, state, and federal laws, codes, and ordinances. If Proposer outsources any work or job to a sub-proposer, it will be the prime Proposer's responsibility to ensure that all sub-proposers meet the requirements set forth in this RFP and the resultant contract.

## **Public Records Act**

All proposals submitted in response to this RFP will become the property of VCTC and will be subject to disclosure pursuant to the California Public Records Act. Proposers must identify, in writing, all copyrighted material, trade secrets or other proprietary information that it claims are exempt from disclosure under the Public Records Act (California Government Code Section 6250 et seq.).

Any proposer claiming such an exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the proposer claims is not subject to disclosure under said Act. Any proposer claiming such an exemption must also state in its proposal that the proposer agrees to defend, indemnify and hold harmless VCTC and its officers and employees, from any action brought against the VCTC for its refusal to disclose such material, trade secrets and other proprietary information to any party making a request, therefore. Any proposer who fails to include such a statement or the specific provision of the California Public Records Act supporting the claimed exemption shall be deemed to have waived any right to an exemption from disclosure as

provided by said Act and shall release and hold harmless VCTC from any harm resulting from VCTC's release of said materials.

Submission of a proposal pursuant to this RFP shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in this RFP unless otherwise expressly stated in the proposal. The response to this RFP must be made in accordance with the format set forth in this RFP. Failure to adhere to this format may be a cause for rejection and render the proposal non-responsive. Proposals that set forth conditions or limitations different from those set forth in the RFP may be considered non-responsive and rejected. All proposals shall be firm offers and may not be withdrawn for a period of one hundred and eighty (180) days following the deadline date for submission of proposals noted herein. VCTC reserves the right to further negotiate the terms and conditions of the contract with the selected proposer(s).

Notwithstanding any other provisions of this RFP, VCTC reserves the right to withdraw this RFP at any time, to reject all proposals, to reject any proposal for noncompliance with RFP provisions, or to choose not to award a contract if such action is determined to be in the best interest of VCTC and to waive any informality in the process when doing so is in the interests of VCTC.

By submitting a proposal, Proposers are deemed to understand and agree that VCTC shall have no financial responsibility for any costs incurred by the proposer in responding to this RFP.

### **Prohibited Prior Work**

Any person or entity that has substantially assisted the VCTC, or a consultant duly engaged by the VCTC in preparing any aspect of the RFP or any cost estimate associated with this procurement, is prohibited from submitting a proposal in response to this RFP. Proposers that received assistance from any such person or entity, or who will use the services of such person or entity in performing the services will be disqualified.

### **Prohibited Communications**

No Proposer, or anyone representing a Proposer, is to discuss this RFP with any official or employee of VCTC, other than the Procurement Officer named in this RFP. Neither Proposers, nor anyone representing a Proposer, is to discuss this RFP with any consultant engaged by the Commission for assistance in preparing the RFP documents or any cost estimate associated with this procurement. Violation of this prohibition may result in disqualification of the Proposer even if the contract has already been awarded.

### **Use of Subcontractors**

The Proposer awarded a contract by VCTC must be the prime contractor performing the primary functions of the contract. If any portion of the contract is to be subcontracted, it must be clearly set forth in the proposal document as to what part(s) are to be subcontracted, the reasons for the subcontracting, and a listing of subcontractors. Acceptance or rejection of a Proposer's request to use subcontractors is at the sole discretion of VCTC.. When approved, the subcontractor(s) shall agree to and be bound by all terms, conditions and specifications of the awarded contract and the Proposer shall be responsible for proper performance of the contract by its subcontractor(s).

With prior approval of VCTC, the prime contractor may enter into subcontracts and joint participation agreements with others for the performance of portions of the resultant agreement. The prime contractor shall at all times be responsible for the acts and errors or omissions of its subcontractors or joint participants and persons directly or indirectly employed by them. Nothing in this contract shall constitute any contractual relationship between any others and VCTC or any obligation on the part of VCTC to pay, or to be responsible for the payment of, any sums to the subcontractors.

The provisions of resultant agreement shall apply to all subcontractors in the same manner as to the prime contractor. VCTC will not pay, even indirectly, the fees and expenses of a subcontractor that does not conform to the limitations and documentation requirements of resultant agreement.

Upon written request from VCTC, the contractor shall supply VCTC with subcontractor agreements.

### **DISADVANTAGED BUSINESS PARTICIPATION**

The VCTC has established a DBE Program pursuant to 49 C.F.R. Part 26, which applies to this Agreement. The requirements and procedures of VCTC's DBE Program are hereby incorporated by reference into this Agreement. Failure by any party to this Agreement to carry out VCTC's DBE Program procedures and requirements or applicable requirements of 49 C.F.R. Part 26 shall be considered a material breach of this Agreement, and may be grounds for termination of this Agreement, or such other appropriate administrative remedy. Each party to this Agreement shall ensure that compliance with VCTC's DBE Program shall be included in any and all sub-agreements entered into which arise out of or are related to this Agreement.

Contractor's failure to make good faith efforts to comply with VCTC's DBE Program shall be considered a material breach of this AGREEMENT and may give rise to certain administrative penalties and proceedings, including, but not limited to, those set forth in 49 C.F.R. Part 26.107.

#### **4.0 INSURANCE**

All Consultants doing business with VCTC are required to obtain appropriate insurance coverage within the prescribed minimum limits set forth in the attached Model Contract (Appendix B). The required insurance certificates must comply with all requirements of the standards as shown in the contract and must be provided within ten (10) days of issuance of the Notice of Award and prior to the commencement of any work under the terms of the contract.

Proposers must demonstrate that they have the resources and capability to provide the materials and services as described herein. Failure to provide any of the required documentation shall be cause for a proposal to be deemed non-responsive and rejected.

#### **5.0 SCOPE OF WORK**

##### **Request for Clarification(s)**

Deadline for requests for clarification, pursuant to section 3 above, is **December 15, 2022**.

##### **Pre-Proposal Meeting**

A pre-proposal conference will be held virtually on **Monday, December 12, 2022**. The conference is not mandatory; however, potential Proposers are strongly encouraged to attend.

##### **Proposal Deadline Date**

The Commission will accept proposals submitted to the Commission office prior to **Friday, January 06, 2023 at 3:00 p.m.** and must be addressed to:

Attention: Claire Grasty, Director of Public Transit.

VCTC mailing address and office is 751 E. Daily Dr. Camarillo, CA 93010

Proposals that are mailed through either regular or expedited mail service should be addressed to the Commission as listed above and must be received prior to the January 6, 2023 deadline.

Proposals received after the specified date and time will be considered non-responsive and returned to senders unopened.

##### **Contract Award**

Tentative Contract award date is April 7, 2023. If necessary, please contact the Procurement Officer for further detail or updates regarding this process.

At its sole discretion, VCTC may notify proposers of award recommendation information by mail or e-mail. Failure to so notify any proposer shall not impact, alter, or invalidate VCTC's action.

#### **6.0 MODIFICATIONS AND ALTERNATIVE PROPOSALS**



Proposers shall submit a proposal in strict conformity with the requirements of the RFP Documents. The proposal shall be complete in itself and shall be submitted in accordance with Section 7.0 "RFP REQUIREMENTS" instruction below.

Unauthorized conditions, limitations, or provisions attached to a proposal may render it invalid and cause its rejection. Alternative proposals will not be considered unless specifically requested. Oral, telegraphic, or telephonic proposals or modifications will not be considered.

## **7.0 RFP REQUIREMENTS**

Each proposal submitted in response to the RFP must include the following information in the order specified below. It is highly recommended that responses be professionally presented, well-organized and to the greatest extent possible, concise.

### **Proposal Content and Formal**

Proposals shall be typed and submitted on 8½ x 11 inch paper. Charts and schedules may be included in 11" x 17" format, which will be counted as 2 pages and included in the total page count. Proposals should not exceed **sixty (60) pages** in length, excluding any VCTC provided forms or attachments (including resumes). The beginning of a section must be clearly indicated between sections on a page. Dividers may be used between sections and will not be counted as a page. Inclusion of unnecessary, elaborate, or general promotional materials is discouraged.

Four (4) hard copies, and a thumb drive containing the proposal must be submitted no later than by 3:00 P.M. PST Friday, January 06, 2023 to:

**Ventura County Transportation Commission**  
**Attn: Claire Grasty, Director of Public Transit**  
**751 E. Daily Drive #420**  
**Camarillo, CA 93010**

The proposal package shall bear the Proposer's name, address and be clearly identified with the following: Commuter Assistance Program (CAP) Management Services

\*Proposals received later than 3 P.M. Friday, January 06, 2023, will be deemed non-responsive and will be returned to the Proposer.

PROPOSALS MUST INCLUDE THE FOLLOWING SECTIONS, ORGANIZED AS INDICATED BELOW:

#### **1. TITLE PAGE**

Indicate RFP subject, name of proposer's firm, local address, telephone number, name of contact person, and date of proposal as well as the names and contact information of any subcontractors.

#### **2. TABLE OF CONTENTS**

Include a clear identification of the material in the RFP by section and page number.

#### **3. PROPOSAL LETTER**

**Proposal Letter.** The Proposal Letter included herein as APPENDIX C to this RFP must be signed by a person or persons authorized to legally bind the proposer to enter into the contract. Any addenda to the RFP issued by VCTC must be acknowledged in the Proposal Letter. *Failure to acknowledge addenda, if issued, may result in that proposal being deemed non-responsive and will thereby eliminate that proposer from the competitive process.*

#### **4. QUALIFICATIONS OF FIRM**

This section of the proposal should establish that the consultant has the ability to satisfactorily perform the required work; the requisite previous experience on similar assignments; and the requisite stability and professional standing of the firm.

This section should include, at a minimum:

**Firm Profile.** Provide a brief description of the firm and include a summary of the firm's capabilities and experience in providing commuter assistance program management services. A brief profile of the firm including the capability to provide the required services; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees, and areas of expertise. Include any information that may be of value to the Commission in evaluating your firm's qualifications.

**Litigation and Contract History.** Provide a brief description of any:

- Convictions or indictments of the firm or any officer of the firm within the last three years involving alleged fraud, bribery, collusion, conspiracy, or violation of state or federal antitrust law.
- Adjudication or determination by any federal, state, or local agency that the firm or any officer of the firm has violated any provision of law relating to equal opportunity or fair employment.
- Terminations of a contract for convenience or for cause
- Proposer shall certify that Proposer has not been disciplined in the last five (5) years as a consultant by any government body or professional association.

**References.** Provide at least three (3) references reflecting a minimum of five (5) years of experience working with public agencies or private organizations, which demonstrate past and present performance. Each reference shall include: agency name, address, contact person, email and telephone, and dates of work performed.

**Organization Chart.** Include a project organization chart that clearly delineates communication/reporting relationships among the proposed personnel, including subcontractors.

## 5. QUALIFICATIONS OF PERSONNEL

This section should identify the qualifications of the individuals, subconsultants, and/or suppliers that will be providing services.

- a) Include brief résumés of key personnel highlighting their skill, knowledge, and understanding of applicable subject matter, experience on comparable projects, education and applicable professional credentials.
- b) Provide qualification information of your proposed personnel's qualifications and references, including:

### A list identifying:

Each key person who will perform the required services and their role(s);

- i. Descriptions of the experience and qualifications of proposed key personnel; and
- ii. A written assurance that the key individuals listed and identified will perform the work and will not be substituted with other personnel without VCTC's prior approval.
- iii. Descriptions of relevant projects previously performed by the staff proposed. The descriptions should include what services were performed, the date of the project, unique features of the project which would be beneficial to VCTC.

## 6. LETTER OF TRANSMITTAL

Describe the services and activities that your firm proposes to provide to the Commission. Include the following information:

Demonstrate your firm's understanding of the nature of the work and the general approach to be taken. Provide a general explanation of the approach to providing Commuter Assistance Program (CAP) management services. Describe how the Proposer would tailor its services to meet the needs of the Commission addressing the tasks and discussing the deliverables. Identify any potential hurdles to the delivery of the project.

## 7. PROPOSAL PRICING FORM

Proposal Pricing Form. Complete a Proposal Pricing Form . The Proposal Pricing Form shall itemize all items that will be charged to this project, including travel charges. Costs shall be segregated to show staff hours, rates, classifications, and administrative overhead, if any. VCTC reserves the right to accept other than the lowest priced offer.

## **8. EXAMPLE OF COLLATERAL/MARKETING MATERIAL**

Proposer shall provide examples of collateral and/or marketing material of relevant projects.

## **9. CERTIFICATION OF FEDERAL COMPLIANCE**

Include all necessary federal regulatory compliance certifications in the proposal: see Appendix J

## **10. REQUIRED FORMS**

The required submittal forms must be included with the proposal. The forms shall be prepared using the copies provided with the RFP documents, or on legible photocopies. Proposals that are partial, incomplete, or modified in form or substance from what is requested in the forms may be considered non-responsive. Proposers shall initial all interlineations and revisions to entries. Failure to do so may render the proposal incomplete and non-responsive.

Proposers' authorized signatory must review, complete, sign and submit the following forms with its proposal:

- APPENDIX C – PROPOSAL LETTER
- APPENDIX D – CERTIFICATION OF PROPOSER REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTER

## **8.0 EVALUATION AND SCORING**

### **Evaluation Panel**

Evaluation of the proposals will be made by a Section Panel appointed by VCTC. The Evaluation Panel shall examine each proposal which meets the mandatory requirements and recommend a contractor to VCTC. The recommendation must receive the approval by vote of the Ventura County Transportation Commission in order to be awarded.

VCTC will commence negotiations with the Proposer with the highest overall score as determined by the Evaluation Panel and if a contract is successfully negotiated then the Evaluation Panel will recommend the Proposer to the Commission for Award. If VCTC is unable to negotiate an acceptable contract with the Proposer with the highest overall score, then VCTC will commence negotiations with the next highest ranked firm until an acceptable contract is achieved. Any proposal submitted in response to this RFP will be evaluated in strict accordance with the stated evaluation criteria. VCTC reserves the right to award the contract not necessarily to a Proposer with the lowest cost proposal, but to a Proposer who will provide the best overall match to the RFP requirements and who best serves the Commission's interests.

**Scoring Process** – Qualifications, Understanding & Approach and Cost

**Evaluation Criteria** - 100 total points possible

- **Qualifications of Firm (25 points max.)**

Experience in performing work similar in nature and/or related to the work described in the Statement of Work; experience working with public agencies, strength and stability of the firm; appropriateness of personnel to their assigned work tasks; logic of project organization; adequacy of labor commitment.

- **Qualifications of Personnel (20 points max.)**

Project Organization and previous experience of personnel; key personnel's level of involvement in performing related work cited in "Qualifications of Firm" section; concurrence

in the restrictions on changes in key personnel.

- **Understanding & Approach (30 points max.)**

Depth of Proposer's understanding of Commission's requirements; understanding of the projects issues and potential conflicts; and ability to meet deadlines.

- **Cost (25 points max.)**

Reasonableness of the total cost based on anticipated requirements; adequacy of data in support of figures quoted; basis on which prices are quoted.

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