RFP/RFQ REVIEW CHECKLIST

(For Federally Funded A&E Contracts)

*Disclaimer: This checklist is provided as a guidance only. It does not relieve local agency of its responsibility to meet all Federal and State requirements.*

**Date:**       **District:**

**Local Agency:**       **Fed. Project No.:**

**RFP or RFQ:**       **RFP/RFQ No.:**

**Project:**

**Description of Services:**

|  |  |  |  |
| --- | --- | --- | --- |
|   | RFP/RFQ ITEMS (Required Except as Noted) | INCLUDED | Page # |
| **Federal Requirements per 23 CFR 172** | 1. Scope of Work: Shall provide a clear, accurate, and detailed description of scope of work, technical requirements, and qualification of consultants necessary for the services to be performed. To the extent practicable, the Scope of Work should detail the purpose and description of the project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies

**Note: For Consultant in a Management Support Role (CMSR), obtain prior approval from FHWA prior to advertising and submit Conflict of Interest and Scope of Work to** **aeoversight@dot.ca.gov****. (23 CFR 172.7(b)(4) and (5), LAPM Chapter 10.1.9)** | [ ] Yes [ ] No  |       |
| 1. Identify requirements for additional discussions that may be conducted with 3 or more of the top-ranked firms

**Note: Additional discussion is optional but when required by RFP, discussion criteria & weight must also be in RFP and discussion must be conducted.**  | [ ] Yes [ ] No |       |
| 1. Identify evaluation factors including their relative weights of importance to assess the consultant’s demonstrated competence and qualifications.

Criteria may include, but are not limited to:1. Technical approach (e.g. project understanding, innovative concepts, quality control, etc.
2. Work experience
3. Specialized expertise
4. Professional licensure
5. Staff capabilities
6. Workload capacity
7. Past performance

**Note: See Exhibit 10-B for example. Cost and local preference cannot be factors. Local presence and participation of DBE subconsultants can be evaluation criteria but the combined total of these criteria cannot exceed 10% of the total evaluation criteria (23 CFR 172.7(a)(1)(iii)(D), LAPM Chapter 10.1.2).**  | [ ] Yes [ ] No |       |
| 1. Contract Type:

**(Example:** Project Specific, On-call, Multiphase) (23 CFR 172.9(a), LAPM Chapter 10.1.2) | [ ] Yes [ ] No  |       |
| **Federal Requirements per 23 CFR 172** | 1. Method(s) of payment:

**(Example:** Cost plus fixed fee, Lump sum, Cost per unit of work, or Specific rates of compensation.) (23 CFR 172.9(b), LAPM Chapter 10.1.2)**Note: A single contract may contain different methods of payment as appropriate for different elements of work. Cost plus a percentage of cost and percentage of construction cost shall not be used.**  | [ ] Yes [ ] No  |       |
| 1. Identify any special provisions or contract requirements
 | [ ] Yes [ ] No  |       |
| 1. Require that submission of cost proposals (if requested with submission of the technical proposal) be concealed and submitted separately from technical/qualifications proposals.

**Note: Cost shall not be considered in the evaluation** | [ ] Yes [ ] No |       |
| 1. Procurement process schedule and submittal deadline

(**Example:** RFP/RFQ available, informational proposal conference, deadline for questions, RFP due date, short list established, interviews/presentations, final ranking notification, end contract negotiations, audits & reviews, etc.) **Note: Advertisement period must be at least 14 days**  | [ ] Yes [ ] No |       |
| 1. Additional requirements for **on-call** contracts (23 CFR 172.9(a)(3), LAPM Chapter 10.1.2):
2. Specify maximum length of contract

**(Note: Maximum contract length is 5 years total including amendments)**1. Specify the number and period of any allowable contract extensions
2. Specify maximum total contract dollar amount
3. Statement of work, requirements, specifications, or other description to define the general scope, complexity, and professional nature of the services
4. If multiple consultants awarded through a single solicitation:
* Identify number of consultants
* Specify task order procedures by:
* Selection on additional QBS procedure (mini-RFP) **OR**
* Selection based on geographical location for each consultant.
 | [ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No[ ] Yes [ ] No |                           |
| 1. DBE goal (23 CFR 172.7(b)(2), LAPM Chapter 10.1.2).       %

**Note: Prior to advertising, Exhibit 9-D must be completed and submitted to the DLAE for processing.**  | [ ] Yes [ ] No  |       |
|  | RFP/RFQ ITEMS (per LAPM Chapter 10) | INCLUDED | Page # |
| **Typical in Proposals** | 1. Organizational chart
 | [ ] Yes [ ] No [ ]  N/A  |       |
| 1. Staffing Plan
 | [ ] Yes [ ] No [ ]  N/A |       |
| 1. Proposed Team – complete for prime consultant and all key subconsultants.
 | [ ] Yes [ ] No [ ]  N/A |       |
| 1. Key personnel names and classifications
 | [ ] Yes [ ] No [ ]  N/A |       |
| 1. Names of consultant’s project manager and the individual authorized to negotiate the contract on behalf of the consulting firm
 | [ ] Yes [ ] No [ ]  N/A |       |
| 1. Staff resumes
 | [ ] Yes [ ] No [ ]  N/A |       |
| 1. References
 | [ ] Yes [ ] No [ ]  N/A |       |
|  |  |  |  |
|  |  |  |  |
|  | RFP/RFQ ITEMS (Required Except as Noted) [attach blank forms to RFP/RFQ except Exhibit 10-I to be filled out] | INCLUDED | Page # |
| **LAPM Exhibits/Forms** | 1. Exhibit 10-I: Notice to Proposers DBE Information
 | [ ] Yes [ ] No  |       |
| 1. Exhibit 10-O1: Consultant Proposal DBE Commitment
 | [ ] Yes [ ] No  |       |
| 1. Exhibit 10-Q: Disclosure of Lobbying Activities
 | [ ] Yes [ ] No  |       |
| 1. Exhibit 10-R Sample Language: Federal fiscal provisions

**Note: Exhibit 10-R or agency’s own Sample Contract with equivalent language** | [ ] Yes [ ] No  |       |
| 1. Exhibit 15-H: DBE Information – Good Faith Efforts
 | [ ] Yes [ ] No  |       |
| 1. Certification of Indirect Costs and Financial Management System
 | [ ] Yes [ ] No  |       |
| 1. California Safe Harbor Indirect Cost Rate Program form
 | [ ] Yes [ ] No  |       |

**Comments (***include explanation of why each item is not included in RFP/RFQ)***:**

Contract Administrator:       Date Review Completed: