

July 8, 2020

Request for Proposal 20-45 Consulting Services for the Electric Vehicle Readiness Plan
of Eastern Iowa

Background

On January 13, 2020, a Request for Proposal: #20-45, Consulting Services for the Electric Vehicle Readiness Plan of Eastern Iowa posted to the City of Iowa City's website. Vendors were required to submit all questions and clarifications regarding the Request for Proposal by 12:00 p.m., January 21, 2020. Each vendor was required to submit a proposal by 2:30 p.m., February 3, 2020. In addition, vendors were required to submit a complete proposal with the following items:

Item A – Executive Summary

Letter of submission: Letter shall include the name, address, phone number and email address of the person(s) who will: a) serve as the Project Manager for the project; b) serve as the Principal Contact with the City; and c) make presentations on behalf of the firm. The same information will be required for any sub-facilitators working with the primary facilitator. The letter must be signed by an officer of the Proposer or a designated agent empowered to bind the firm in the contract offer.

Item B – Experience with Similar Projects

Experience: Clearly indicate the specific experience of the individual/firm relative to projects of similar scale and type as this project. Include descriptions of projects with respect to client, location, common issues and services provided.

Item C – Respondent's Expertise and Subcontractor's Expertise

Key Personnel: Provide a complete list of key personnel who will work on the project, and all sub-facilitators working on the project, along with their professional experience and their role/responsibility.

Item D – Proposed Project Work Plan

Project Work Plan: This should include a project plan and time schedule describing the general work tasks and personnel assigned to the project. It shall include estimated task/phrase completion dates and key meeting/presentation dates.

Item E – Performance of Services

Methods and Means: Provide a response that defines the methods and means by which the firm will perform the services outlined in the Request for Proposal. In addition, explain your process for ensuring the public involvement goal is met (i.e. types of meetings, number of meetings, etc.). Optional services and corresponding costs are requested in Item J, do not include in this response section.

Item F – References

The completed company reference form included in Section Six. The vendor must have a proven history of successfully providing the specified services. Complete and submit form that has been provided in Section Six; substitute forms will not be accepted.

Item G – Wage Theft Policy

After review of Section Four - Wage Theft Policy, the Wage Theft Affidavit must be completed, notarized, and included in the submitted proposal. *The form provided in Section Four must be used; substitute forms will not be accepted.*

Item H – Project Costs

A comprehensive and detailed listing **all costs, fees, and reimbursable fees** to be incurred as a part of your company's work. All costs for this project must be included in the submitted proposal. Exclusion of any costs for this project will be the responsibility of your company. Optional services and corresponding costs are requested in Item J, do not include in this response section.

Item I -- Optional Services and Costs

A comprehensive and detailed listing of any and all optional services and corresponding costs should be outlined and provided and outlined as Item J, Optional Services and Costs.

Item J – Company Information Form

Complete, sign, and submit the form provided in Section Eight of this Request for Proposal.

The following vendors submitted complete proposals on or before the proposal due date and were given to the Evaluation Committee to review:

- Felsburg, Holt, & Ullevig (FHU)
- Forth
- HDR
- ICF Incorporated, L.L.C
- Primera
- S.R.D Consulting

An evaluation committee independently evaluated the merit of proposals received in accordance with the evaluation factors defined in the RFP. Phase 1 of the evaluation process was based on a 100-point scale. It was required that a proposal receive a minimum of 80 points in order to move on to Phase 2 and be considered for award.

<u>Phase One – Point Category</u>	<u>Assigned Points</u>
Experience	35
• Firm's Resume	
• Qualifications/Personnel	
• Success of Similar Projects	
Proposed Work Plan	25
Performance of Services (exclusive of optional services)	20
<u>Project Costs (exclusive of optional services)</u>	<u>20</u>
Total Points Phase One	100

Upon conclusion of scoring two firms were advanced to the interview and presentation phase of the Request for proposal (Phase Two).

- Felsburg, Holt, & Ullevig (FHU)
- ICF Incorporated, L.L.C

<u>Phase Two – Point Category</u>	<u>Assigned Points</u>
Interview/Presentation	25
References	20

Optional Services	5
Total Points for Phase Two	50

Total Points for Phase One and Phase Two **150**

- Based on a thorough review of the proposals, interviews and reference checks, the evaluation committee recommends ICF Incorporated, L.L.C to receive the award for project description.

Phase 1

Criteria	Experience	Proposed Work Plan	Performance of Service	Project Cost	Total*
Points Possible	35.00	25.00	20.00	20.00	100.00
FHU	28.25	19.50	18.75	15.75	82.25
Forth	26.25	16.25	13.50	15.00	71.00
HDR	30.50	20.75	18.25	6.50	76.00
ICF	33.25	22.75	17.00	18.00	91.00
Primera	30.50	21.00	14.50	12.00	78.00
S.R.D	23.75	17.75	13.50	14.50	69.50

Phase 2

Criteria	Interview	References	Optional Services	Total
Points Possible	25	20	5	50
FHU	19.25	15.5	1.25	36
ICF	22.5	18	3.75	44.25

Phase 1 & 2

Points Possible	150
FHU	118.25
ICF	135.25

After careful review of the proposals combined with additional information that was gathered during the evaluation process the evaluation committee recommends the following receive the contract award.

The committee members individually reviewed the proposal and its compliance with the specifications.

- Recommended Vendor:** ICF Incorporated, L.L.C

Funding Account: 10610150-432060 and 10210610-432060.


Contract Term: The term of this contract shall be from the date of contract execution until June 30, 2021.

Contract Amount: \$65,872.00

City Manager:



Director of Finance:



X Assistant City Manager:



Purchasing Agent:

