

Request for Proposals Part A



Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-263-9400 TTY Relay: 711

ADVERTISED DATE: JANUARY 24, 2008

Request for Proposals (RFP) **Demand-Responsive Transit Service (DART) in
Title: King County**

RFP Number: **1004-08-PCR**

Due Date: **March 6, 2008 - 2:00 p.m. PST**

Buyer: Paul Russell, paul.russell@kingcounty.gov , 206-263-9317
Alt: Jim Engan, jim.engan@kingcounty.gov , 206-263-9311

This Contract will be funded in part by the Federal Transit Administration (FTA). Neither FTA nor the Federal Government is party to any sub-agreement nor to any solicitation or requests for proposals.

Pre-proposal Conference:

To discuss questions and a site visit related to this RFP will be held on Friday **February, 1, 2008, 9:00 am** in the Chinook Building, 1st Floor - **Room 115**, 401 Fifth Ave. Seattle, WA 98104

Sealed Proposals are hereby solicited and will **only** be received by:

King County Procurement Services Section
Chinook Building, 3rd Floor
401 Fifth Avenue
Seattle, WA 98104

Office Hours: 8:00 a.m. – 5:00 p.m.
Monday - Friday

Note: This RFP consists of Three Parts:

Part A – Instructions and Information about the RFP Process

Part B – The Contract King County intends to enter with the selected Proposer,

Part C – Scope of Work, Proposal Requirements

We acknowledge that Addenda numbered ____ to ____ have been delivered to us and examined as part of the Contract documents.

Company Name

Address

City/State /Postal Code

Signature

Authorized Representative / Title

Email

Phone

Fax

Prime Proposer SCS / DBE Certification number (if applicable)

This Request for Proposal will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

RFP PART A - TABLE OF CONTENTS

DEFINITION OF WORDS AND TERMS APPLICABLE ONLY TO PART A THE RFP3

SECTION 1 PROPOSAL PREPARATION.....4

- 1.1 Proposal Submission4
- 1.2 King County Internet Web Site.....4
- 1.3 Late Proposals4
- 1.4 Cancellation of RFP or Postponement of Proposal Opening.....4
- 1.5 Proposal Signature5
- 1.6 Addenda.....5
- 1.7 Questions and Interpretation of the RFP.....5
- 1.8 Schedule5
- 1.9 Inquiries5
- 1.10 Preproposal Conference5
- 1.11 Examination of Proposal and Contract Documents6
- 1.12 Cost of Proposals and Samples.....6
- 1.13 Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Due Date.....6
- 1.14 Proposal Withdrawal After Public Opening6
- 1.15 Error and Administrative Corrections6
- 1.16 Compliance with RFP Terms, Attachments and Addenda.....7
- 1.17 Forms Required before Contract Signing.....8
- 1.18 Proposal Content Requirements8
- 1.19 Detailed Organization of Submission9
- 1.20 Collusion9
- 1.21 Proposal Price and Effective Date9
- 1.22 Procedure When Only One Proposal Is Received.....10
- 1.23 Protest Procedures10
- 1.24 Supported Employment Program.....10

SECTION 2 PROPOSAL EVALUATION AND CONTRACT AWARD.....11

- 2.1 Proposal Evaluation11
- 2.2 Responsive and Responsible11
- 2.3 Financial Resources and Auditing.....12
- 2.4 Evaluation Criteria and Proposal Scoring12
- 2.5 Public Disclosure of Proposals.....14

PROPOSAL LABEL 15

DEFINITION OF WORDS AND TERMS APPLICABLE ONLY TO PART A THE RFP

Words and terms applicable to the Contract are defined in Part B

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Addendum/Addenda: Written additions, deletions, clarification, interpretations, modifications or corrections to the solicitation documents issued by the County during the Proposal period and prior to contract award.

Best and Final Offer: Best and Final Offer shall consist of the Proposer's revised proposal and any supplemental information requested during the evaluation of Proposals. In the event of any conflict or inconsistency in the items submitted by the Proposer, the items submitted last govern.

Competitive Range: The Competitive Range consists of the Proposers that have a reasonable chance of selection for contract award. The Proposal Evaluators (PE) shall conduct the initial evaluation of the proposals considering price and Evaluation Factors established in the RFP. The Buyer and Project Manager/PE together shall compare the evaluations and determine the Competitive Range. The Competitive Range may be reduced after the evaluation of additional information, Best and Final Offers and negotiations.

Criteria, Evaluation Criteria or Evaluation Factors: The elements cited in the RFP that the County shall examine to determine the Proposers understanding of the requirements; technical, business and management approach; key personnel; qualification and experience of the Proposer; potential for successfully accomplishing the Contract; risk allocation and the probable cost to the County.

Days: Calendar days.

Proposal Evaluators (PE): Team of people appointed by the County to evaluate the proposals, conduct discussions, call for Best and Final Offers, score the proposals and make recommendations.

Proposer: Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting a proposal to perform the Work.

RFP: Request for Proposals, also known as the solicitation document.

SECTION 1 PROPOSAL PREPARATION

1.1 Proposal Submission

Proposers are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation, and shall use both sides of paper sheets where practicable.

Sealed proposals shall contain all required attachments and information and be submitted to King County (hereinafter "County") no later than the date, time and place stated on the front of this RFP or as amended. The proposals shall show the title and number, the due date specified, and the name and address of the Proposer on the face of the envelope. Proposers are cautioned that failure to comply may result in non-acceptance of the proposal. The Proposer accepts all risks of late delivery of mailed proposals or of misdelivery regardless of fault. Proposals properly and timely submitted will be publicly opened.

Proposals will only be accepted from Contractors able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one proposal for the team, with accompanying proof of the joint venture agreement.

If a company chooses not to submit a proposal, the County requests the company advise the Buyer by email if they desire to remain listed for the subject of this RFP and state the reason they did not submit a proposal.

1.2 King County Internet Web Site

King County is committed to reducing costs and facilitating faster communication to the community by using electronic means to convey information. As such, most Invitations to Bid and Requests for Proposal, as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at http://www.metrokc.gov/procurement/rfp_rfq_itb/new_goods.aspx.

Please note any special messages regarding a particular solicitation. This information is posted at the Web Site as a convenience to the public, and is not intended to replace the King County process of formally requesting solicitation documents.

It is important that you register with King County Procurement and Contract Services after downloading documents from the RFPs, RFQs and ITBs - Consultants and Goods/Services websites. Failure to register may result in you not being notified of any addenda, which may result in rejection of your bid/proposal as non-responsive. To register, access [Contact Us >> Registration Form](#). Thank you for your cooperation.

Only proposals, modifications of proposals received in accordance with the requirements of this RFP will be accepted. Facsimile or electronic proposals will not be considered.

After all Proposals have been opened, the County will post a listing of the Proposers submitting Proposals, or the name of a person to contact for information at the King County Internet site. Please refer to the web site for a listing, as well as a notification of a final award.

1.3 Late Proposals

Proposals, modifications of proposals, and withdrawal of proposals received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

1.4 Cancellation of RFP or Postponement of Proposal Opening

The County reserves the right to cancel the RFP at any time. The County may change the date and time for submitting proposals prior to the date and time established for submittal.

1.5 Proposal Signature

Each proposal shall include a completed Proposal response form, the first page of this document, signed by an authorized representative of the Proposer.

1.6 Addenda

Proposer shall acknowledge receipt of all Addenda issued during the proposal process. Failure to acknowledge receipt of all addenda may result in a proposal being determined non-responsive.

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the County will issue a written Addendum to the RFP.

1.7 Questions and Interpretation of the RFP

No oral interpretations of the RFP will be made to any Proposer. All questions and any explanations must be requested in writing and directed to the Buyer no later than **ten (10)** days prior to the due date specified in the solicitation. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Proposers by addendum. **Communications concerning this proposal, with other than the listed Buyer may cause the Proposer to be disqualified.**

1.8 Schedule

<u>Day/Month/Year</u>	<u>Event</u>
<u>January 24, 2008</u>	Public announcement of Request for Proposals
<u>January 29, 2008</u>	Preproposal questions due, in writing
<u>February 1, 2008</u>	Preproposal conference
<u>February 26, 2008</u>	Last questions due, in writing
<u>March 6, 2008</u>	Proposals due
<u>March 13, 2008</u>	*Evaluation/Negotiation of Proposals begins
<u>April 15, 2008</u>	*Evaluation/negotiation complete
<u>June 1, 2008</u>	*Execute Contract and issue Notice to Proceed

*NOTE: Dates preceded by an asterisk are estimated dates. Estimated dates are for information only.

1.9 Inquiries

Inquiries concerning the procurement process shall be directed to Paul Russell at e-mail address: paul.russell@kingcounty.gov or at phone number 206-263-9317 or FAX number 206-296-7676 or in writing to the County's Procurement & Contract Services Section, 3rd floor, Chinook Building, Mailstop CNK-ES-0340, 401 Fifth Avenue, Seattle, WA 98104.

Communications concerning this RFP, with other than the listed buyer may cause the Proposer to be disqualified.

1.10 Preproposal Conference

A preproposal conference will be held at location and time on cover. All prospective Proposers are strongly encouraged to attend. The intent of the preproposal conference is to assist the Proposers to more fully understand the requirements of this RFP. Proposers are encouraged to submit questions in advance to enable the County to prepare responses; these questions should be E-mailed to the Buyer before the close of business **January 22, 2008**. Questions will be encouraged during the preproposal conference also.

1.11 Examination of Proposal and Contract Documents

The submission of a proposal shall constitute an acknowledgement upon which the County may rely that the Proposer has thoroughly examined and is familiar with the RFP, including any work site identified in the RFP, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Proposer to comply with above requirement shall in no way relieve the Proposer from any obligations with respect to its proposal or to any Contract awarded pursuant to this RFP. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFP.

1.12 Cost of Proposals and Samples

The County is not liable for any costs incurred by Proposer in the preparation and evaluation of proposals submitted. Samples of items required must be submitted to location and at time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the Proposer's request and expense unless otherwise specified.

1.13 Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Due Date

At any time before the time and date set for submittal of proposals, a Proposer may submit a modification of a proposal previously submitted to the County. All proposal modifications shall be made in writing, executed and submitted in the same form and manner as the original proposal.

Proposals may be withdrawn by written notice received prior to the exact hour and date specified for receipt of proposals. A proposal also may be withdrawn in person by a Proposer or authorized representative provided their identity is made known and they sign a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for receipt of proposals. All requests for modification or withdrawal of proposals, whether in person or written, shall not reveal the amount of the original proposal.

1.14 Proposal Withdrawal After Public Opening

Except for claims of error granted by the County, no Proposer may withdraw a proposal after the date and time established for submitting proposals, or before the award and execution of a Contract pursuant to this RFP, unless the award is delayed for a period exceeding the period for proposal effectiveness.

Requests to withdraw a proposal due to error must be submitted in writing along with supporting evidence for such claim for review by the County. Evidence must be delivered to the County within two (2) business days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of a proposal and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other proposal error or mistake, and the sole liability for any proposal error or mistake rests with the Proposer.

1.15 Error and Administrative Corrections

The County shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications or Best and Final Offers by the County.

The County reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

1.16 Compliance with RFP Terms, Attachments and Addenda

- A. The County intends to award a Contract based on the terms, conditions, attachments and addenda contained in this RFP. Proposers shall submit proposals, which respond to the requirements of the RFP.
- B. Proposers are strongly advised to not take exceptions to the terms, conditions, attachments and addenda; exceptions may result in rejection of the proposal. Proposers shall submit proposals, which respond to the requirements of the RFP. An exception is not a response to a proposal requirement. If an exception is taken, a 'Notice of Exception' must be submitted with the proposal. The 'Notice of Exception' must identify the specific point or points of exception and provide an alternative.
- C. The County reserves the right to reject any proposal for any reason including, but not limited to, the following –
 - Any proposal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
 - Any proposal that has any qualification, limitation, exception or provision attached to the proposal;
 - Any proposal from Proposers who (in the sole judgment of the County) lack the qualifications or responsibility necessary to perform the Work;
 - Any proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
 - Any proposal, from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and
 - Any proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the County.
- D. The County may, at its sole discretion, determine that a proposal with a 'Notice of Exception' merits evaluation. A proposal with a 'Notice of Exception' not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Proposer if the County determines that the proposal continues to be advantageous to the County.
- E. In consideration for the County's review and evaluation of its proposal, the Proposer waives and releases any claims against the County arising from any rejection of any or all proposals, including any claim for costs incurred by Proposers in the preparation and presentation of proposals submitted in response to this RFP.
- F. Proposals shall address all requirements identified in this RFP. In addition, the County may consider proposal alternatives submitted by Proposers that provide cost savings or enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the County's best interests. Proposal alternatives shall be clearly identified.

1.17 Forms Required before Contract Signing

The Proposer shall submit, within five (5) Days of notification from the County, the applicable documents, insurance, bonds, sworn statements, and other requirements prior to award. Failure by the Proposer to submit required documents may result in rejection of the proposal.

- [Equal Benefit Worksheet and Declaration Form:](#)
- [Personnel Inventory Report*:](#)
- [Affidavit and Certificate of Compliance Regarding Equal Employment Opportunity*:](#)
- [Statement of Compliance – Union or Employee Referral Agency Statement*:](#)
- [Internal Revenue Service Form W-9 *](#)
- [504/ADA Assurance of Compliance](#)
- Attachment I Certificate Of Lobbying Activities (at end of Part B)
- Attachment J Disclosure Form To Report Lobbying (at end of Part B)
- Certificate of Insurance and Endorsement * – Have Insurance Agent e-mail or Fax to Buyer evidence of insurance from insurer(s) satisfactory to the County certifying to the coverage of insurance set forth in this RFP

*If not on file with the County

1.18 Proposal Content Requirements

- A. Proposers must present clear and concise evidence indicating Proposer's ability to comply with the requirements stated herein and to provide and deliver the specified products and services. Special bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be on completeness and clarity of the content.
- B. It is the Proposers responsibility to ensure adequate responses to all elements of the Solicitation. Merely re-stating or just stating agreement may lower the proposers score.
- C. The answers shall follow the question numbers in the RFP. The detailed answer to each question should provide comprehensive information about the actual solution and services being proposed to address the question and all referenced requirements
- D. The content may overlap the content provided in other sections of the response, but should not attempt to directly replicate other content. It is acceptable to refer to the detailed information and supporting tables, charts, and graphs provided in other sections of the response
- E. The Proposal shall be packaged and organized in accordance with the following:
 - a. **One** (1) original (marked ORIGINAL and unbound).
 - b. **Four** (4) bound paper copies.
 - c. **Two** (2) SETS on CD media.
 - First electronic copy of proposal shall be in Microsoft Office 2000, or later version, Word and Excel formats.
 - Second electronic copy of proposal shall be provided in a PDF format, which is suitable for printing.
- F. Proposal formatting as follows:
 - a. Use standard 8.5 x 11 white paper

- b. Use tabs to allow county to easily read your proposal
- c. Use 11 point font
- d. Your response is limited to no more than 100 pages (or 50 pgs if double sided), excluding TABs D & E.
- e. Include a table of contents with page numbers.

1.19 Detailed Organization of Submission

The Proposal shall be and organized in accordance with the following:

Tab A Executive Summary

This part of the response shall be a narrative, highlighting the Proposal. Keep the summary to less than two (2) pages. The summary may contain whatever other information the Proposer wishes to include. Note: Summary should not include any pricing.

- TAB B Technical Proposal** [PART C Section 2.2]
- TAB C Management Proposal** [PART C Section 2.3]
- TAB D Price Proposal** [PART C Section 2.4]

This part of the response involves the completion of the Price Schedule. Concurrent with execution of the Contract, the completed Price Sheets and Discounts will be incorporated into the Contract.

The Price proposal shall be accompanied by a complete description of the Proposer's rationales, and assumptions, used in developing the price proposal. These should reflect a cost-effective approach by the proposer, which results in the best possible service for the stated cost.

TAB E Other Material for King County to Consider:

This should include any additional information the Proposer would have the County consider. Examples might be product glossy literature, services and manuals, additional information about your firm, and reports on your performance and capabilities.

Information contained in this section shall be organized in a manner to be easily utilized by the County as reference material or to enhance explanation of the proposal. TAB E should not exceed forty (40) pages in length (or 20 pgs double sided).

1.20 Collusion

If the County determines that collusion has occurred among Proposers, none of the proposals from the participants in such collusion shall be considered. The County's determination shall be final.

1.21 Proposal Price and Effective Date

- A. The proposal price shall include everything necessary for the prosecution and completion of Work under the Contract including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFP. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The County is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price.

- B. In the event of a discrepancy between the unit price and the extended amount for a proposal item, the County reserves the right to clarify the Proposal.
- C. The proposal shall remain in effect for **200** Days after the proposal due date.

1.22 Procedure When Only One Proposal Is Received

If the County receives a single responsive, responsible proposal, the County may request an extension of the proposal acceptance period and/or conduct a price or cost analysis on such proposal. The Proposer shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single proposal; the County reserves the right to reject such proposal or any portion thereof.

1.23 Protest Procedures

King County has a process in place for receiving protests based upon the RFP or contract awards. The protest procedures are available at this web site
http://www.metrokc.gov/procurement/documents/U_014_Protest_Procedures.doc

1.24 Supported Employment Program

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your proposal. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-296-5268.

SECTION 2 PROPOSAL EVALUATION AND CONTRACT AWARD

2.1 Proposal Evaluation

- A. The County will evaluate proposals using the criteria set forth in this RFP. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of proposal information may be conducted with those Proposers whose proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the County and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The County may find that a Proposer appears fully qualified to perform the Contract or it may require additional information or actions from a Proposer. In the event the County determines that the proposal is not within the Competitive Range the County shall eliminate the proposal from further consideration.
- C. The evaluation of Proposers' proposals and additional information may result in successive reductions of the number of proposals that remain in the Competitive Range. If applicable to the procurement, the firms remaining in the Competitive Range may be invited to continue in the proposal evaluation process, and negotiations.
- D. Upon completion of discussions, the County may issue to all remaining potentially acceptable Proposers a request for Best and Final Offers. The request shall include notice that discussions are concluded, an invitation to submit a revised proposal with a Best and Final Offer, and a new submittal date and time.
- E. The County may enter negotiations with one or more Proposers to finalize Contract terms and conditions. Negotiation of a Contract shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Contract. In the event negotiations are not successful, the County may reject proposals.
- F. The County reserves the right to make a Contract award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the County's best interests. Contract award, if any, shall be made by the County to the responsible Proposer whose proposal best meets the requirements of the RFP, and is most advantageous to the County, taking into consideration price and the other established evaluation factors. The County is not required to award a Contract to the Proposer offering the lowest price. The County shall have no obligations until a Contract is signed between the Proposer and the County. The County reserves the right to award one or more contracts as it determines to be in its best interest.

2.2 Responsive and Responsible

Responsive

The County will consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is in compliance with the terms and conditions set forth in this RFP.

Responsible

In determining the responsibility of the Proposer, the County may consider:

- the ability, capacity and skill to perform the Contract or provide the service required;
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Contract properly and within the times specified;
- the quality and timeliness of performance on previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Contract.

Failure of a Proposer to be deemed responsible or responsive may result in the rejection of a proposal.

2.3 Financial Resources and Auditing

If requested by the County, prior to the award of a contract, the Proposer shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this contract.

King County reserves the right to audit the Contractor throughout the term of this contract to assure the Contractor's financial fitness to perform and comply with all terms and conditions contained within this contract. King County will be the sole judge in determining the Contractor's financial fitness in carrying out the terms of this contract.

2.4 Evaluation Criteria and Proposal Scoring

- A. The evaluation team shall score each proposal on the completeness and adequacy of the Proposer's responses to the questions and on additional available relevant information. The Evaluation Criteria, listed in the table below are weighted in accordance with the points available for each subsection and are the basis for evaluation of proposals.
- B. Although all elements of a proposal are important, certain aspects of the proposal will be more heavily considered than others, the points available for the various proposal question subsections indicate relative importance. The County will select the proposal(s) for award determined to be the "Best Value" for the County; therefore, the County is not required to select the proposal with the lowest cost or the highest technical score. The County shall select the proposal(s) that, in the County's sole discretion, is/are the most advantageous to the County, all factors considered.
- C. The PE will score each Proposal on the completeness and adequacy of the Proposer's responses to the questions in Part C Sections 2.2, 2.3 and 2.4 and on additional available relevant information. The criteria, listed below should be addressed in your answers and is used by the PE in both the Phase I and Phase II evaluation of proposals:
 1. Manner of Performance
 - a. Technical merit (vehicles, dispatch/schedule system, other equipment)
 - b. Facilities and facilities management
 - c. Personnel management and training plan
 - d. Fleet management plan
 - e. Service management plan

- f. Implementation plan
 - g. Data management plan
 - h. Ability to provide demand-responsive, route-deviation service
2. Ability of Proposer
 - a. Qualifications and background of key personnel
 - b. Availability of resources to perform the service
 - c. Past experience and performance
 - d. Financial ability to perform
 3. Price
 - Analysis of costs supporting hourly rate
- D. Additional criteria utilized in the evaluation are cited in the RFP and questions. In the event new information is received from any source, which could include clarification responses, oral presentations or demonstrations as requested of the Proposers, the scoring may be adjusted to reflect the new information.
- E. Proposals may be evaluated in two Phases as follows:

1. **Phase I:** To determine Proposers in the Competitive Range

All Proposals submitted will be evaluated by the Proposal Evaluators (PE) to determine those within the competitive range:

Phase I Proposal Scoring

Part C Section 2-2	Technical	500 Maximum Points
Part C Section 2-3	Management	300 Maximum Points
Part C <u>Section 2-4</u>	<u>Price</u>	<u>200 Maximum Points</u>

Total Phase I possible score of **1000** points

The PE will score each Proposal on the completeness and adequacy of the Proposer's responses and on additional available relevant information. The County may request written clarifications, and in person meetings.

The Proposals determined to be within the competitive range will proceed on to Phase II.

2. **Phase II: Proposers that passed Phase I (determined to be within the competitive range)**

The Proposals will then be re-evaluated, to determine the best value for the County. The County may request further written clarification, meetings and may at any time enter into negotiation.

One of the major reasons for the Phase II evaluations is to reweigh the scoring to emphasize the price more heavily.

Additional criteria utilized in the evaluation are cited in the RFP and questions. In the event clarification questions are issued to Proposers, or oral presentations / demonstrations are requested, the scoring will be adjusted to reflect the new information.

New information could include, but is not limited to:

- Clarification questions issued to Proposers

- Oral presentations
- Discussions/ Negotiations
- Site Visit
- Reference checks
- Financial resources checks

Phase II- Proposal scoring

PART C Section 2.2	Technical	200 Maximum Points
PART C Section 2.3	Management	200 Maximum Points
<u>PART C Section 2.4</u>	<u>Price</u>	<u>600 Maximum Points</u>
Total Phase II possible score of		<u>1000</u> points


2.5 Public Disclosure of Proposals

This procurement is subject to the Washington Public Disclosure Act, RCW (Revised Code of Washington) 42.17.250 et seq. Proposals submitted under this RFP shall be considered public documents unless the documents are exempt under the public disclosure laws. After a decision to award the contract has been made, the proposals shall be available for inspection and copying by the public.

If a Proposer considers any portion of its proposal to be protected under the law, the Proposer shall clearly identify each such portion with words such as “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET.” If the County determines that the material is not exempt from public disclosure law, the County will notify the Proposer of the request and allow the Proposer ten (10) Days to take whatever action it deems necessary to protect its interests. If the Proposer does not take such action within said period, the County will release the portions of the proposal deemed subject to disclosure. By submitting a proposal, the Proposer assents to the procedure outlined in this subsection and shall have no claim against the County on account taken under such procedure.

PROPOSAL LABEL

Complete the form below (or reasonable facsimile) and affix to the exterior lower left hand corner of the submission envelope(s), box(es), etc.

U R G E N T – SEALED BID ENCLOSED Do Not Delay – Deliver Immediately		
	King County Procurement & Contract Services Section Chinook Building, 3 rd FL CNK-ES-0340 401 Fifth Avenue Seattle, WA 98104	
U R G E N T	King County	U R G E N T
	Proposal Number.	1004-08 PCR
	Proposal Title	Demand-Responsive Transit Service (DART) in King County
	Opening Date	
	Firm Name	