

Audit and Accountability Committee



Post Solicitation Briefing for Bicycle Network Plan

Date: September 21, 2022

Presented by: Tomika Monterville, Director, Transportation Department

Solicitation Overview

Project Overview

The Transportation Department solicited for a qualified firm to provide consulting services to update the current Bicycle Master Plan (BMP). The updated plan, the Bicycle Network Plan (BNP), will identify and prioritize bicycle and non-motorized network improvements based on existing conditions, existing and future plans, newly identified priorities, and the ongoing needs of people riding a bicycle for any trip purpose.

Solicitation Type

- Request for Qualifications (RFQ)

Estimated Value

- \$2.7 Million total

Proposed Term

- Project Duration

Initial Evaluation

RFQ for Bicycle Network Plan (22-067; 6100015311) Score Summary INITIAL EVALUATION July 13, 2022	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
A - Experience, Background, Qualifications	40	29.33	35.00	33.50	28.67	30.33
B - Proposed Plan	35	24.17	32.50	30.17	25.16	27.00
A - B Sub-Total	75	53.50	67.50	63.67	53.83	57.33
C - ESBE Prime Contract Program	5	5.00	0.00	0.00	0.00	0.00
C - M/WBE Prime Contract Program	5	5.00	0.00	0.00	0.00	0.00
D - Local Preference Program	10	10.00	0.00	0.00	5.00	0.00
E - Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	73.50	67.50	63.67	58.83	57.33
RANK BASED ON TOTAL SCORE		1	2	3	4	5

Three firms were shortlisted for interviews. Final scoring was conducted upon completion of interviews.

SBEDA Subcontracting Requirements: 17% M/WBE

Recommended Award

RFQ for Bicycle Network Plan (22-067; 6100015311) Score Summary FINAL EVALUATION September 9, 2022	Maximum Points	Vendor C	Vendor A	Vendor B
A - Experience, Background, Qualifications	40	37.80	25.4	34.80
B - Proposed Plan	35	34.00	21.60	31.60
A - B Sub-Total	75	71.80	47.00	66.40
C - ESBE Prime Contract Program	5	0.00	5.00	0.00
C - M/WBE Prime Contract Program	5	0.00	5.00	0.00
D - Local Preference Program	10	0.00	10.00	0.00
E - Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00
TOTAL SCORE	100	71.80	67.00	66.40
RANK BASED ON TOTAL SCORE		1	2	3

SBEDA Subcontracting Requirements: 17% M/WBE

Due Diligence

Finance and Audit Departments – Due Diligence Results

Number of vendors notified:	3,590
Number of vendors at pre-submittal conference:	24
Number of responses received:	6; 1 Respondent was deemed non-responsive for failure to meet the 17% M/WBE subcontracting requirement.

Results of Minimum Requirements Review	No Material Findings
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Results of Due Diligence Review	No Material Findings
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