



La Crosse Area Planning Committee

Request for Proposal

**“Coulee Vision
Implementation Plan”**

August 7, 2013

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Section 1 RFP Overview

1.1 Introduction

The La Crosse Area Planning Committee, (LAPC, “the Contractor”) seeks proposals from qualified Consultants (“the Consultant”) for the implementation plan of a long-range transportation / land use vision for the La Crosse, Wisconsin and La Crescent, Minnesota metropolitan planning area. The process to develop the implementation plan will be called, “**Coulee Vision Implementation Plan**,” implementing the LAPC’s vision developed in the **Coulee Vision 2050** project completed in May 2013. As part of the process the Consultant will assist the LAPC with activities included in updates of a Metropolitan Transportation Plan and Transit Development Plan.

The La Crosse Area Planning Committee is charged with long- and short-range transportation planning for the La Crosse/La Crescent area as a federally designated Metropolitan Planning Organization (MPO). Under the direction of the La Crosse Area Planning Committee, the La Crosse County MPO Department staff works with policy makers, municipal planners, agency staff, the public and others to develop goals, policies, and plans that encourage effective federal transportation funding.

Whether planning for short-term projects through the Transportation Improvement Program (TIP) or for long-term investments through the Metropolitan Transportation Plan (MTP), following a cooperatively developed implementation plan will foster the most effective use of federal transportation funds.

The successful Consultant (“the Consultant”) will engage in the **Coulee Vision Implementation Plan** planning process that will consist of four phases:

1. Develop short- and long-range implementation steps and milestones to achieve **Coulee Vision 2050**.
2. Guide the LAPC, Wisconsin Department of Transportation (WisDOT), Minnesota Department of Transportation (MnDOT), and other LAPC partners through a review and decision-making process for MTP transportation projects and related actions and policies through 2040.
3. Develop an MTP Financial Plan for transportation projects, operations, and maintenance based on **Coulee Vision 2050** and the decisions made in (2.) above.
4. Initiate the development of Boundary Agreements between neighboring municipalities as included in **Coulee Vision 2050**.
5. Expand transit planning initiated in **Coulee Vision 2050**, including input to a Transit Development Plan, including public, municipal, LAPC and other input activities.

Under this request for proposal, the La Crosse Area Planning Committee is inviting consultants to assist the LAPC in creating a **Coulee Vision Implementation Plan** to be integrated into the Metropolitan Transportation Plan and Transit Development Plan updates anticipated in 2015. Work on the Coulee Vision Implementation Plan will initiate in 2014 and be completed in May of 2015.

Please see the LAPC website at www.LAPC.org for information on the **Coulee Vision 2050** project and 2014 – 2015 Planning Work Program.

1.2 Incurred Costs

The Contractor is not responsible for any costs incurred by the Consultant in the preparation of the proposal, participation in the Consultants’ meeting, or for any other cost to the Consultant associated with responding to the RFP.

Section 2 Proposal Submittal Instructions

2.1 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The Contractor reserves the right to change these dates and will post the changes on its web site.

Activity	Time	Date
RFP released		8/7/13
Submission of proposals	10:00 am	9/10/13
Consultant Interviews		9/16/13
Consultant Selection		9/18/13
Project Kick-off meeting with LAPC		1/15/14
Project Deliverables Complete		5/20/15

Please note that this is the schedule as of the date of the release of this RFP. It is the Consultant's responsibility to be aware of LAPC meeting times and dates. This information can be accessed on the LAPC web site at www.LAPC.org via clicking on the header "Agendas and Minutes" or by contacting the LAPC office at 608-785-6141.

2.2 RFP location

This RFP is posted on the LAPC web site. The Contractor reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter, or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the Consultant's responsibility to be aware of amendments that are posted on the web site. The address is:

www.LAPC.org

2.3 Submission of Questions

RFP Content Questions:

Tom Faella, La Crosse Area Planning Committee, 608-785-5977
TFaella@lacrossecounty.org

Procurement Process Questions:

Bryan Jostad, Finance Department, La Crosse County, 608-785-5879
BJostad@lacrossecounty.org

2.4 Submission of Proposals

All proposals shall be submitted in complete original form. No faxed or e-mailed proposals will be accepted. Proposals shall be sealed and marked "**Coulee Vision Implementation Plan.**" Consultants shall submit one (1) copy of their proposal in a printed form and one (1) in an electronic format such as a CD or Jump-Drive.

Sealed Proposals must be delivered no later than 10 am, September 10, 2013 to:

Bryan Jostad
Finance Department
Room 2150
400 North 4th Street
La Crosse, WI 54601

Proposals received after the above date and time will be returned unopened.

2.5 Opening of Proposals

The proposals will be publicly opened after 10:05 am, September 10, 2013 in the following location:

Finance Department
Room 2150
400 North 4th Street
La Crosse, WI 54601

At that time, the names of Consultants who properly submitted proposals will be announced. Announcement of the names of the Consultants who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

2.6 Ownership of Proposals

All proposals submitted on time become the property of the Contractor upon submission, and the proposals will not be returned to the Consultants. By submitting a proposal, the Consultant agrees that the Contractor may copy the proposal for purposes of facilitating the evaluation.

2.7 Other information

Consultants may submit any other information that is not described in this proposal that would be beneficial to the Contractor. If in the Consultant's opinion the Contractor has overlooked anything material or relevant, such item(s) may be brought to the Contractor's attention and be included in the proposal.

2.8 Amendments to the RFP

In the event it becomes necessary to amend, alter, or delete any part of the RFP, changes to the RFP will be posted on the LAPC website. The website address is www.LAPC.org

2.9 Public Records Law

All proposals are subject to the Wisconsin Public Records Law.

2.10 Public view of proposals

To the extent permitted by law, it is the intention of La Crosse County to withhold the contents of the proposals from public view until such times as competitive reasons, in the opinion of La Crosse County, no longer require non-disclosure. At that time, all proposals will be made available in accordance with the

Wisconsin Public Records Law. It is intended that proposals will be withheld until after the Request for Proposal (RFP) process has been completed.

Section 3 Terms and Conditions

3.1 The Contractor reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

3.2 The Contractor reserves the right to re-issue any requests for proposals.

3.3 Upon the selection of a finalist Consultant, the Contractor by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this Consultant. If the Contractor, for any reason, is unable to reach a final agreement with this Consultant, the Contractor reserves the right to reject such Consultant and negotiate a final agreement with the Consultant who has the next most viable proposal or bid. The Contractor may also elect to reject all proposals and re-issue a request for proposal.

3.4 Clarification of proposals: The Contractor reserves the right to obtain clarification of any point in a Consultant's proposal or obtain additional information.

3.5 The Contractor is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the Contractor.

3.6 The Contractor reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the Contractor.

3.7 The Contractor reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Consultant.

3.8 The Consultant agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Contractor, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Consultant, or its (their) agents and / or subconsultants which may arise out of or connected with activities covered by this contract.

3.9 Disadvantaged Business Enterprise (DBE) and Title VI of the Civil Rights Act of 1964.

The LAPC shall not discriminate on the grounds of race, color, national origin, sex, age or disability in the selection of a Consultant. The LAPC has not set a DBE goal for this contract. The LAPC will maintain a bidders list and will request DBE information from potential Consultants.

3.9.1 Consultant agrees to provide:

- Firm name
- Firm address
- Firm's status as a DBE or non-DBE
- Age of the firm

- The annual gross receipts of the firm (according to gross receipts bracket).

Consultants shall complete the Consultant Information Form and return it with their proposal. The purpose of recording this information is to comply with Federal requirements as a portion of the funding is from the Federal Government.

3.9.2 The Consultant shall provide assurance (in the contract agreement) that:

The consultant, sub recipient or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

3.10 Insurance

3.10.1 The Consultant agrees that in order to protect itself as well as the Contractor, the LAPC, and La Crosse County, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, Consultant will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

- Workers' Compensation: minimum amount statutory
- Comprehensive General Liability: \$500,000.00 per occurrence and in aggregate for bodily injury and property damage

3.10.2 The Contractor shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the Consultant will furnish Contractor with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against Contractor upon any matter herein indemnified against, Contractor shall within five (5) working days cause notice in writing thereof to be given to Consultant by certified mail, addressed to its post office address. Contractor shall cooperate with Consultant and its attorneys in defense of any action, suit or other proceedings.

Section 4 Consultant Experience and Qualifications

Consultants shall describe their experience and qualifications regarding:

4.1 Relevant Experience

4.1.1 Experience with assisting with/writing Metropolitan Transportation Plans. Provide examples that include the following information:

- a. Client community name and population.
- b. If possible, provide a web-link to the plan that was created.

4.1.2 Experience with developing an implementation plan to implement a community based vision. Provide examples that include the following information:

- a. Client community name and population.
- b. If possible, provide a web-link to the plan that was created.

- 4.1.3 Experience in assisting with the selection of transportation projects for a Metropolitan Transportation Plan. Provide examples that include the following information:
 - a. Client community name and population.
 - b. If possible, provide a web-link to the plan that was created
- 4.1.4 Experience in preparing a Metropolitan Transportation Plan Financial Plan. Provide examples that include the following information:
 - a. Client community name and population.
 - b. If possible, provide a web-link to the project list that was created
- 4.1.5 Experience with assisting communities in developing a boundary agreement. Provide examples that include the following information:
 - a. Client community name and population.
 - b. If possible, provide a web-link to the agreement that was created.
- 4.1.6 Experience with assisting communities in developing a Transit Development Plan. Provide examples that include the following information:
 - a. Client community name and population.
 - b. If possible, provide a web-link to the plan that was created.

4.2 Organization and Key Personnel [follow points below] (please identify primary contact and any key support personnel):

4.2.1 Organizational Structure/hierarchy

4.2.2 Experience

Responsibilities and relevant qualifications of key personnel/staff providing services under this proposed agreement (indicate firm of origin where more than one company is involved if prime business entity is responding).

4.3 References

Provide client agency name, contact name, title, address, and phone number of references from at least three metropolitan planning organizations and/or municipalities (preferably of similar size) that have been, or preferably, are currently being provided similar service within the last five (5) years.

Section 5 Coulee Vision 2050 Implementation Plan

Consultants shall describe their approach to each of the elements (Section 5.1 – 5.6) regarding the vision implementation plan process.

5.1 Purpose

As the designated Metropolitan Planning Organization for the La Crosse / La Crescent area, the LAPC has developed **Coulee Vision 2050**, a cooperatively developed land use and transportation vision to inform future transportation and land use planning by the LAPC and area municipalities.

In order to integrate the preferred land use vision and guiding principles found in **Coulee Vision 2050** into the LAPC Metropolitan Transportation Plan, a short- and long-range set of implementation steps, a review and selection of projects and policies, and a financial analysis are required. Additionally, in order to demonstrate commitment to achieving the goals of **Coulee Vision 2050**, progress toward boundary agreements is desired. Regional transit planning completed for Coulee Vision 2050 will be continued to prepare for an update to the Transit Development Plan for the La Crosse Municipal Transit Utility.

5.2 Implementation Plan with Steps and Milestones

The LAPC is in the process of updating its 2010 Metropolitan Transportation Plan, with completion expected in 2015.

Based on the preferred land use vision and guiding principles of **Coulee Visions 2050**, the Consultant team will develop an action plan with short- and long-range action steps necessary to implement the vision. Developing the implementation plan will require familiarity with existing LAPC transportation plans, with MnDOT and WisDOT long- and short-range projects, and with existing land use and comprehensive plans of the local municipalities.

The current LAPC Metropolitan Transportation Plan includes next steps in *Chapter 7: Recommendations & Next Steps*. These steps will be updated for the 2015 MTP update based on the results of **Coulee Vision Implementation Plan**.

In addition to specific action steps, the implementation plan will include milestones that will guide the process and will serve as performance measures. The action steps could be a combination of land use actions (such as cooperative comprehensive plan and zoning updates) and transportation projects and policies (such as starting a Regional Transportation Authority, accepting a regional level of service). The action steps and milestones will be developed in consultation with all LAPC technical committees, area agencies, and other public and private interest groups.

In creating the Implementation Plan the consultant will work with **Coulee Vision 2050** participants to include action steps based on a Regional Blufflands Protection Plan being considered by area municipalities.

5.3 Review and Selection of Transportation Projects.

As part of the Metropolitan Transportation Plan update, the LAPC will develop a list of committed, planned, and illustrative transportation projects to be completed by 2040 ("Transportation Project List"). The Consultant will consult with WisDOT, MnDOT, area municipalities, and other agencies to determine the projects that are committed, planned, or recommended in area transportation plans, capital improvement programs, and other related documents.

The consultant will assist the LAPC with selecting and/or determining additional projects to create the MTP list of committed, planned, and illustrative projects consistent with **Coulee Vision 2050** principles. The selection process will include significant discussion by the LAPC, sufficient public notification and input, and consideration of the cost/benefit of the projects chosen.

The resulting list will be sufficient to meet the federal requirement of addressing areas of existing and anticipated congestion as indicated by the LAPC traffic model. It is anticipated that, in addition to projects determined in this section, the MTP will include policy-based actions to address congestion. These actions will be specified in the Implementation Plan.

It is expected that several of the projects reviewed will be of a controversial nature, including projects associated with the Coulee Connection Study and possible expansion of STH 16. The Consultant will develop a plan to achieve a consensus among LAPC Policy Board members about how to include decisions on these projects in the MTP. Please see *Chapter 6: Transportation / Land Use Connection of the 2010 MTP* available at www.LAPC.org.

5.4 Financial Plan

The LAPC Metropolitan Transportation Plan, which will be completed in 2015, with a horizon year of 2040, will include a Financial Plan that estimates how much funding will be needed to implement recommended improvements as well as to operate and maintain the area transportation system as a whole over the life of the plan. This includes information on how the LAPC agencies and municipalities reasonably expect to fund the projects included in the plan, including anticipated revenues from FHWA and FTA, state government, regional or local sources, the private sector, and user charges.

The Metropolitan Transportation Plan must demonstrate that there is a balance between the expected revenue sources for transportation investments and the estimated costs of the projects and programs described in the plan (“fiscal constraint”).

The Consultant will meet with WisDOT, MnDOT, area municipalities, the La Crosse Municipal Transit Utility, and others, as needed, to determine ongoing and one-time costs and expected revenues in order to complete the Financial Plan. Please see *Chapter 8: Financial Plan* of the 2010 MTP, available at www.LAPC.org. The Consultant may propose an alternative Financial Plan format.

The Consultant will complete the Financial Plan, including providing a cost benefit analysis of implementing **Coulee Vision 2050** over existing transportation and land use development practices.

5.5 Boundary Agreements Template and Plan

During the development of **Coulee Vision 2050**, LAPC members determined that boundary agreements between neighboring communities could be the most effective tool to implement some of the guiding principles of the vision. In fact, the LAPC preferred vision requires successful boundary agreements between the cities and villages and adjacent towns to redirect new development to areas near the existing developed areas. The boundary agreement discussions should include consideration of cities and villages extending sewer and water services to unincorporated areas without annexation.

Although completed boundary agreements may not be the outcome of this RFP, the Consultant will include steps to achieve agreements as part of the Implementation Plan. The Consultant will review existing boundary agreements and ongoing discussions and prepare a sample boundary agreement template based on area examples.

The Consultant, with the help of LAPC staff, will encourage participation and determine the willingness of area cities, towns, and villages to engage in boundary agreement discussions and will facilitate meetings with neighboring communities as appropriate. Based on these community meetings, the Consultant will recommend further actions (“Boundary Agreement Plan”).

5.6 Regional Transit Planning

The initial transit concepts recommended in **Coulee Vision 2050** will require additional evaluation as part of the **Coulee Vision 2050 Implementation Plan**. The LAPC completed the **2008 – 2015 Transit Development Plan for the La Crosse Municipal Transit Utility** (TDP) in 2007. An update of this TDP will be completed in 2015 to coincide with the MTP. The TDP update will incorporate transit planning completed for **Coulee Vision 2050** as well as additional planning.

The Consultant will work with LAPC staff to complete the following transit planning tasks:

1. Regional governance:
 - Develop implementation steps and milestones for reaching the ultimate goal of a Regional Transportation Authority (RTA) that include the administration and funding for transit. Identify short- and mid-term strategies for providing and funding regional transit services until such time an RTA is attainable.
 - Determine the feasibility of La Crosse County as the short- and mid-term administrator of transit in the region as recommended in **Coulee Vision 2050**. The Consultant will facilitate discussions with La Crosse County and other area transit providers to determine whether this option is worth pursuing. Discussions could include additional short-term implementation options such as regional service provided by existing providers such as the Cities of Onalaska or La Crosse.
2. Complete the regional transit planning started in **Coulee Vision 2050**:
 - Identify the locations and costs of recommended park-and-rides.
 - Assess the impacts of and recommend changes to existing parking policies to make transit more attractive.
 - Estimate ridership (based on LAPC projections and allocations) and re-evaluate operational and capital cost for the recommended regional transit routes.
 - Recommend coordination activities with other transit providers in the area, such as Onalaska/Holmen/West Salem Public Transit, SMRT bus, MTU, etc.
3. Public Participation:
 - Engage the general public, parking and transit utilities, and policy makers throughout the planning process. Develop a public participation schedule to include committee meetings, public information meetings, and other outreach activities.
 - Compare investments in regional transit to investments in planned and proposed roadway expansions to illustrate to policy makers the long-term cost/benefit of transit.
 - Conduct public information meetings (Holmen, West Salem, Shelby) to gather buy-in on the regional route concepts, input for where to place park-and-rides, and additional comments on the recommendations.
4. Supportive TDP activities:
 - Conduct passenger and boarding and alighting surveys as necessary for the TDP.
 - Examine the long-term cost/benefits of existing and alternative bus (i.e. smaller bus) options, especially for contracted services.

Section 6 Expectations of the Consultant

Consultants shall describe their approach to the following expectations:

- 6.1 The Consultant is to prepare a work plan and schedule to meet the established deadline for completing the deliverables. The deadline for completing the visioning process and deliverables is May 12, 2015. The deliveries shall be submitted to Tom Faella in the MPO office located in Room 2300 of the County Administrative Building, 400 North 4th Street, La Crosse, WI.
 - 6.1.1 The Consultant shall provide a presentation to the LAPC Policy Board on May 20, 2015.
 - 6.1.2 The consultant shall provide a summary of milestone events within their proposal. The project kick-off meeting will be scheduled January 15, 2014 at the regular LAPC annual meeting (location to be determined).
- 6.2 The Consultant is to communicate fully with LAPC staff on a regular and reoccurring basis to coordinate work activities and monitor project progress.
- 6.3 The Consultant shall have a minimum of five working meetings with the LAPC Policy Board. Additional meetings, including potential public forums, steering committee meetings, etc. will be determined by the Consultant work plan. The LAPC meets the 3rd Wednesday in each of the following calendar months:
 - January
 - March
 - May
 - July
 - September
 - November

The first working meeting with the LAPC Policy Board will be the January 15, 2014 meeting. LAPC Policy Board meetings are held at 4:30 pm in Room 3220 the County Administrative Center located at 400 North 4th Street in La Crosse, Wisconsin.
- 6.4 The Consultant will work with the LAPC staff to develop a detailed agency, municipality and public participation plan ("Participation Plan") used to complete this **Coulee Vision Implementation Plan** project. The Participation Plan will include a detailed approach for participation, including the potential use of public forums, meetings with advocacy groups, etc.
- 6.5 The Consultant shall complete a **Coulee Vision Implementation Plan** with short-, mid-, and long-term action steps and milestones necessary to implement **Coulee Vision 2050**.
- 6.6 The Consultant shall complete a **Transportation Projects List** of committed, planned and illustrative transportation projects to be included in the LAPC 2015 MTP.
- 6.7 The Consultant shall complete a **Financial Plan** that estimates how much funding will be needed to implement recommended improvements as well as to operate and maintain the area transportation system as a whole over the life of the plan.
- 6.9 The Consultant will complete a **Boundary Agreement Template** and **Boundary Agreement Plan** based on a review of completed and ongoing agreement discussions and Consultant led community meetings.
- 6.10 The Consultant shall review and understand the Coulee Vision 2050 (link) [Coulee Vision 2050](#) and the LAPC Metropolitan Transportation Plan (link) [LAPC Metropolitan Transportation Plan](#). The Consultant shall provide a description regarding their understanding of this information.

Section 7 Pricing and Invoicing

Consultants are to complete the Fee Schedule on page 15 and return it with their proposal.

7.1 Consultants are to provide a fixed fee for providing service regarding the **Coulee Vision 2050 Implementation Plan (Section 5) and the **Expectations of the Consultant** (Section 6).**

The services and expectations provided in this document are as complete as possible as of the release of this RFP. The MPO and / or LAPC may determine a revision is needed at a future date. Any revision would be discussed with the selected Consultant. A revision may result in the proposed fee schedule being revised to an amount that is mutually agreed upon by the MPO / LAPC and the selected Consultant.

7.2 Consultants shall propose an invoicing schedule based on achieving milestone events and a percentage (Total = 100%) of the total payment related to each milestone event. Please note that final 20% payment will be paid 30 days after the presentation of the final products to the LAPC. The final presentation will be at the May 2015 LAPC meeting. The invoicing schedule shall be mutually agreed upon by the LAPC and the selected consultant.

Section 8 How to respond to this RFP

8.1 Provide the requested information in Section 4 organized and clearly marked.

8.2 Provide a response to the statements in Sections 5 and 6. The easiest format for the evaluators to review is to provide a response below each corresponding sub-section.

8.3 Completion of Fee Schedule (Section 10).

8.4 Proposed invoicing schedule (Section 7.2).

8.5 Completion of Consultant Information Form.

Section 9 Evaluation of Proposals

9.1 Evaluation Criteria

The LAPC staff, with the possible assistance of other area stakeholders, will evaluate the proposals using the criteria described below.

Category	Points
Consultant's qualifications and references (Section 4)	50
Consultant's understanding and approach to providing service (Section 5 and 6) (Except Section 6.10)	75
Consultant's understanding of Coulee Vision 2050 and the LAPC Metropolitan Transportation Plan. (Section 6.10)	50
Cost (Section 10)	25
Initial evaluation Total	200
Interview	150
Grand Total	350

9.2 Initial Evaluation

Each proposal shall receive an initial evaluation. The proposals will be reviewed by an evaluation team. The highest evaluated Consultants (up to 3) shall be requested to meet with the evaluation team for an interview.

9.3 Consultant Interview

Consultant interviews are scheduled for September 16, 2013. Consultants must be available to interview at that time. Consultants participating in this process shall explain and support their written proposal through a presentation, and question/answer forum. Consultants will be asked to propose an overview of participation activities and project schedule. Consultants will be notified no later than 11 am, September 11, 2013 as to their interview status.

The person(s) who will be the Consultants key liaison / contact shall be present at the interview.

Consultants will be evaluated on the following criteria:

1. Explanation and support of the written proposal
2. The ability to best fulfill the LAPC needs

Section 10

Fee Schedule Page

Per Section 7.1, a fixed fee for Sections 5 and 6:

Consultant Company Name:

Consultant Representative:

Section 11
Vendor Information Form

Company Name: _____

Physical Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Website Address: _____

Contact person regarding Proposal

Name: _____

Title: _____

Phone: _____

Email Address: _____

Address contact works from: _____

Contact person regarding invoice questions

Name: _____

Title: _____

Phone: _____

Email address: _____

Address to send payments to

Company Name _____

Physical address: _____

City: _____

State: _____

Zip: _____

The purpose of recording this information is to comply with Federal requirements as funding is from the Federal Government.

Year company was founded _____

Is company considered a Disadvantaged Business Enterprise? Yes / No _____

Annual gross revenue of company (Please check appropriate response):

Under \$500,000.00 _____

\$500,000.00 to \$1,000,000.00 _____

\$1,000,000.00 to \$2,000,000.00 _____

\$2,000,000.00 to \$5,000,000.00 _____

Over \$5,000,000.00 _____