



PROCUREMENT

REQUEST FOR PROPOSALS

All Hazards Incident Management Training Courses – SHSP 23 for LAFD Issued by the City of Los Angeles Mayor’s Office of Public Safety

1. INTRODUCTION

1.1 Summary

The City of Los Angeles (“City”), by and through the Mayor’s Office of Public Safety, seeks a Contractor to conduct twelve (12) All Hazard Incident Management Training courses as outlined in this RFP. The Contractor, in coordination with the LAFD, shall plan and deliver/execute on the awarded contracts for these courses. The All-Hazard Incident Management Training (AHIMT) courses shall be designed to develop state and regional Incident Management Teams (“IMT”) to function under the National Incident Management System (“NIMS”) during large and/or complex incidents or major events.

The course shall specifically focus on a “Type-3” AHIMT, which is a multi-agency/multi-jurisdictional team mobilized during a large or complex incident that extends into multiple operational periods. This course will provide emergency responders with an overview of key duties and responsibilities of an Operations Section Chief and Safety Officer within the ICS structure.

1.2 Project Funding and Budget

The sources of funds for this Request for Proposal (RFP) are from the State Homeland Security Program for Fiscal Year 2023 (“SHSP 23”) which is administered by the City of Los Angeles, by and through the Mayor’s Office of Public Safety. Funding for this RFP is subject to the availability of funds and approval by the Los Angeles City Council.

The project that is the subject of this Request for Proposals (“RFP”) has a total budget not to exceed One Hundred Fifty Thousand Dollars (**\$150,000.00**), which

shall be entirely funded through the SHSP 23 grant and supported in part by authority under the LAAC § 14.8.

The resulting contract will be awarded on a **FIXED**, firm price basis. Funding for this project is subject to City Council approval and the continuing availability of funds. The City reserves the right to change the funding source and budget for this project.

1.3 Administrative Entity

The City, by and through the Mayor's Office of Public Safety, administers the SHSP 23 grant and serves as the administrative entity for this RFP and any resulting contract. The SHSP 23 grant awards provides funding for planning, equipment, training, exercises and grant administration for prevention, preparedness and response.

1.4 Proposer Eligibility

Proposals will be accepted only from proposers that meet ALL of the following requirements:

- Must be in good standing with the Secretary of State if a corporation or Limited Liability Company;
- Must have a license to do business in the City of Los Angeles;
- Has not been debarred by the Federal Government, the State of California, or local government;
- Must not have outstanding debt to the State of California or the City of Los Angeles that has not been repaid or for which a repayment agreement plan has not been implemented. If proposer has contracted with any city agency, it must not have an outstanding disallowed cost or other liability to the City;
- Must be financially solvent, possessing an ongoing ability to provide the services proposed;
- Must possess adequate staffing, including support and backup staff, with sufficient experience and technical expertise; and
- Must possess the ability to work independently and efficiently per a specific timeline to be agreed upon.

1.5 Proposer Qualifications

The selected Proposer ("Contractor") for this project will be selected based on its experience and knowledge of the project topic and deliverables requested.

All instructors listed in the proposal to lead the courses must:

1. Possess credentials that include the ability to provide instruction at the Type-3 level;
2. Have extensive "All-Hazards" IMT Experience;
3. Provide proof of instructor credentials.

2 REQUEST FOR PROPOSALS PROCESS

2.1 Questions Regarding the RFP

Specific questions concerning this RFP should be submitted via e-mail to the Contract Specialist, An Joon Ang, at anjoon.ang@lacity.org, with a copy to Gabriela Jasso at gabriela.jasso@lacity.org at the Mayor's Office of Public Safety. Please identify the RFP title on the subject line of your communication. Responses will be posted as a "Q&A" PDF document to the opportunity in the Files section on RAMP (rampla.org). Please check this Q&A document and any advisories periodically as they will be updated on a rolling basis. Questions on this RFP will be accepted through **October 6, 2025, at 4:00 p.m. PST.**

The City will make every effort to respond to all submitted questions as soon as practicable. Responses to questions, or any other changes to or interpretation of the RFP, will be posted on RAMP. Any such changes or interpretations shall become a part of the RFP and may be incorporated into any contract awarded pursuant thereafter.

2.2 Submission Deadline

Timely submission of proposals is the sole responsibility of the Proposer. Proposers must submit one proposal in Adobe PDF format via email by **October 13, 2025, at 4:00 p.m. PST.**

Proposals must be emailed to the Contract Specialist: An Joon Ang (anjoon.ang@lacity.org) with copy to Gabriela Jasso (gabriela.jasso@lacity.org).

All proposals will be electronically dated and time stamped upon receipt. Late proposals will not be accepted. Late proposals will be disqualified from review and will not be scored.

2.3 Award of Contract

The award of a contract resulting from this RFP shall be on an as-needed basis and shall be made to the Proposer with the best combination of experience, quality of service, delivery, and price. Awards are not restricted to the lowest offer or bid. The award of a contract resulting from this RFP may be made to more than one Proposer.

The contract shall have a performance period which shall begin on or about the date of contract execution and end **on January 31, 2026.**

PLEASE NOTE all work relating to the AHIMT Training Courses must be completed, approved, and submitted **before January 31, 2026.** If a Proposer is uncertain of whether or not it is able to meet this timeline, the Proposer may submit along with its proposal, an alternate schedule and timeline within the scope of this RFP.

3 PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

Proposals shall be submitted in accordance with the requirements set forth in this RFP.

3.1 Authorized Signature

Proposals must be signed by an officer duly authorized to sign contract documents and authorized to bind the proposer entity to all commitments made in the proposal. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one Proposer or one legal entity. The proposal must identify the responsible entity.

3.2 Information Requested and Not Furnished

The information requested and the manner of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided. Alternatives that do not substantially meet the City's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be rejected as non-responsive.

3.3 Proposal Errors

Proposers are responsible for all errors or omissions incurred by proposer in preparing the proposal. Proposers will not be allowed to alter or amend proposal documents after the submission deadline.

The City reserves the right to make corrections or amendments due to errors identified in the proposal by the City or the proposer.

3.4 Waiver of Minor Administrative Irregularities

The City reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

3.5 Interpretation and Clarifications

All recommendations or requests for clarification must be in writing and submitted to the Contract Specialist An Joon Ang (anjoon.ang@lacity.org) with copy to Gabriela Jasso (gabriela.jasso@lacity.org). The City reserves the right to modify requirements on any RFP if it is in the best interest of the City.

3.6 Cost of RFP

The City is not responsible for any costs incurred by proposers in connection with submitting proposals. All proposers who respond to this RFP do so solely at their own expense.

3.7 Rejection of Proposals

The City reserves the right to reject any or all proposals; to waive any minor error in proposals received; to reject any unapproved alternate proposal(s); and to reject the proposal of any proposer who has previously failed to perform competently in any prior business relationship with the City. The rejection of any or all proposals shall not render the City liable for costs or damages.

4 SCOPE OF WORK

4.1 Project Background and Overview

The primary goal of the training courses is to provide participants with the opportunities to apply incident management training skills needed to perform effectively under stressful and dynamic conditions. The courses must focus on the importance of functioning within an incident response management team effectively.

Contractor shall conduct for the Los Angeles Fire Department (“LAFD”) all or as many (single) deliveries of each of the following certified Federal Emergency Management Agency (FEMA), National Wildland Coordinating Group (NWCG), or State Fire Training (SFT) training courses titled:

1. L952 - All-Hazard Public Information Officer
2. L954 - All Hazards Safety Officer
3. L958 - All Hazards Operations Section Chief
4. L960 - All Hazards Division/Group Supervisor
5. L962 - All-Hazard Planning Section Chief
6. L964 - All-Hazard Situation Unit Leader
7. L965 - All-Hazard Resource Unit Leader
8. L967 - All-Hazard Logistics Section Chief
9. L970 - All-Hazard Supply Unit Leader
10. L971 - All-Hazard Facility Unit Leader
11. L973 - All-Hazard Finance Section Chief
12. O305 - All-Hazard Incident Management Team (Type 3 AHIMT)

The FEMA/NWCG/SFT All-Hazard courses shall be delivered in consecutive business days, not exceeding ten (10) hours of instruction per day, unless otherwise agreed upon by the LAFD. The contractor will offer customized curriculum delivery for these courses to meet the expectations of multiple response agencies. The training will provide attendees with real-life exercise scenarios that would likely be encountered in their day-to-day working environments within the City of Los Angeles.

4.2 Scope of Work

AHIMT Training Courses Objectives

The objectives of the AHIMT Training Courses will be as follows:

- a) Demonstrate the goals of NIMS and the National Response Framework specific to the course(s) being instructed;

- b) Describe the role and responsibilities of each of the course specific positions (i.e., Operations Section Chief, Safety Officer, or Group Supervisor);
- c) Describe the leadership, supervision, and personnel management responsibilities for each of the course specific positions (i.e., Operations Section Chief, Safety Officer, or Group Supervisor);
- d) Describe the information gathering and dissemination responsibilities for each of the course specific positions (i.e., Operations Section Chief, Safety Officer, or Group Supervisor);
- e) Describe the role of the course specific positions (i.e., Operations Section Chief, Safety Officer, or Group Supervisor) in the Planning Process;
- f) Describe the risk management and safety responsibilities for each of the course specific positions (i.e., Operations Section Chief, Safety Officer, or Group Supervisor);
- g) Describe the interactions with the Command and General Staff and other ICS functional areas that are required to perform the duties and responsibilities of each course specific position being taught;
- h) Provide a basic framework for building and maintaining critical interpersonal communications and working as a member of the AHIMT;
- i) Offer practical experience of on-scene operations, logistics, finance, or planning through extensive exercises and simulations;
- j) Effectively demonstrate how to fulfill the position responsibilities for the course specific position (i.e., Operations Section Chief, Safety Officer, or Group Supervisor);

AHIMT Facility Objectives

Unless otherwise specified, the Contractor shall provide all materials and teaching aids necessary, including:

- a) All instructional materials to include but not limited to instructor guides, student manuals, PowerPoint presentations, examinations, wall charts, ICS-forms, Planning P's, course handouts, simulation materials and exercises;
- b) A cadre of two instructors for each course including a qualified lead instructor with significant California experience ensuring adherence to all Instructor: Student ratios/mandates;
- c) Comprehensive post course documentation packet to be submitted to the California State Training Officer for issuance of FEMA/NWCG/SFT Certificates of Completion;
- d) Contractor/Facilitator certificates of course completion provided to participants upon successful completion of the course;
- e) And Course evaluations to be administered, under USFA/FEMA/NWCG/SF guidelines, and completed by all participants;
- f) Assistance to the LAFD in registering for the course with the California State Training Officers and the Emergency Management Institute (EMI);

4.3 Contractor Costs

The Contractor shall be responsible for any and all costs associated with this project including but not limited to instructor fees, lodging, rental vehicle(s), per diem, mileage, air fare, tolls, and any course fees (i.e., student certificate costs)

associated with NWCG, SFT, and FEMA. The contractor shall be compensated on a fixed-price for performance basis.

4.4 LAFD's Responsibilities

LAFD shall be responsible for providing and setting up a training facility with a minimum of four breakout rooms, a computer, LCD projectors for presentations, room screen, round or rectangular tables, easels, easel pads and room sound connection.

4.5 Third-Party Attendees

This course shall be taught at a basic IMT Type-3 level. LAFD shall make the course available to LAFD participants who meet the course prerequisites and, if space allows, invite its regional partners to participate.

5. PROPOSED TIMELINE

The proposed project shall have a performance period which shall begin on or about the date of contract execution and end on **January 31, 2026**. All work must be completed, approved, and submitted **before January 31, 2026**. If proposer is uncertain of meeting or unable to meet this timeline, proposer may submit with its proposal, an alternate schedule and timeline within the scope of this RFP.

6. PROPOSAL CONTENTS

A Proposer may be deemed ineligible and excluded from the evaluation process if required information has been omitted including but not limited to any attachments, exhibits and supporting documentation. Content of the proposal must be organized and labeled as follows:

Responses to this RFP shall include in Arial 12-point font and 1-inch margins:

Cover Letter: The cover letter must include the name, title, address, and telephone number of the person or persons who will be authorized to represent the proposer entity. Cover letter shall not exceed one page.

Table of Contents: A clear identification of proposal content by section and page number.

Executive Summary: Summary must outline the relevant background and experience of the Proposer as a corporation, partnership, joint venture, or consortium.

Proposer's Qualifications: Proposer's Qualifications must include the basic qualification as outlined in Section 1.5. Additional information regarding the

proposer's prior experience, knowledge, or any other relevant information demonstrating competency and suitability for this proposal are encouraged.

Proposed Curriculum: Contractor must include a proposed comprehensive curriculum for each course along with sample instructional materials and handouts.

Instructor Resumes and Proof of Instructor Credentials: Proposal must include a resume for each instructor that describes their experience, skills and relevant credentials. Proposal must also show proof of instructor credentials. Please refer to Section 1.5.

List of past clients: List the organizations and/or municipalities to which you have performed Type 3 All Hazard Training. Highlight the ones comparable to the Los Angeles and Long Beach area in size and scope.

List of Client References: Proposal must include a list of at least three (3) professional references with the names and contact information of clients for whom the service was provided, dates and periods during which the indicated service was provided and the extent and exact nature of the services rendered.

Cost Proposal: The proposal must include a breakdown of costs per course offering and should include all costs for materials and labor. A total budget for conducting all twelve (12) course offerings must also be included.

Proposed Training Course Schedule: Please note the final course schedule must be approved by the City.

7. GENERAL INFORMATION

7.1 Property of City/Proprietary Material

All proposals submitted in response to this RFP shall become the property of the City of Los Angeles and subject to the State of California Public Records Act. In the event that the City receives a request for your proposal, you will be asked to identify all proprietary or confidential information that you believe are exempt from the California Public Records Act (California Government Code Section 6250 et seq.). In the event a Proposer claims such an exemption, the Proposer will be asked to sign the following statement:

"The Proposer will indemnify the City and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefore."

7.2 Contract Negotiations

7.2.1 Prior to the award of a contract, the successful proposer may be required to attend negotiation meetings that will be scheduled at a later date. The intent of the meeting(s) will be to discuss and negotiate contract requirements, prices, service level agreements, detailed scope of work specifications, ordering, invoicing, delivery, receiving and payment procedures, and anything else to ensure successful administration of the contract.

7.2.2 As part of the negotiation process, the City reserves the right to:

- Fund all or portions of a proposer's proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
- Require that a funded proposer utilize a facility designated by the City for purposes of implementing its project;
- Request changes or disallow proposed expenditures included in a proposer's cost proposal;
- Elect to contract directly with one or more identified collaborators; and
- Require all collaborators identified in the proposal to become co-signatories to any contract with the City.

7.3 Execution of Contract

A response to this RFP is an offer to contract with the City on an as-needed basis based upon the terms, conditions, service level agreement, and specifications contained in the RFP. A contract will be negotiated and prepared after the City makes an award to the selected proposer.

7.4 Prime Contractor

The proposer awarded the as-needed contract must be the prime contractor/consultant performing the primary functions of the contract. If any portion of the contract is to be subcontracted, it must be clearly set forth in the proposal document as to what part(s) are to be subcontracted, the reasons for the subcontracting, a listing of subcontractors, and the percentage and dollar amount of total contract to be subcontracted. The City reserves the right to reject any proposal wherein use of subcontractors significantly affects the ability of the proposer to function as the prime contractor on the awarded contract. The prime contractor shall at all times be responsible for the acts and errors or omissions of its subcontractors or joint participants and persons directly or indirectly employed by them.

7.5 Subcontractor/Joint Ventures

Acceptance or rejection of a proposer's request to use subcontractors is at the sole discretion of the City. With approval of the City, the selected proposer may enter into subcontracts and joint participation agreements with others for the

performance of portions of the resulting contract.

The provisions of the resulting contract shall apply to all subcontractors in the same manner as to the selected proposer. In particular, the City will not pay, whether directly or indirectly, the fees and expenses of subcontractors that do not conform to the limitations and documentation requirements of the resulting contract. Upon written request from the City, the selected proposer shall supply the City with all subcontractor agreements.

7.6 General City Reservations

- 7.6.1 The City reserves the right to extend the proposal submission deadline should this be in the interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.
- 7.6.2 The City reserves the right to withdraw this RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any proposer responding to this RFP. The City reserves the right to reject any or all submissions.
- 7.6.3 If an inadequate number of proposals is received or the proposals received are deemed non-responsive, not qualified, or not cost effective, the City may at its sole discretion reissue the RFP or execute a sole-source contract with a vendor.
- 7.6.4 The City shall evaluate and rate submitted proposals. Proposers may not make any changes or additions after the deadline for receipt of proposals. The City reserves the right to request additional information or documentation, as it deems necessary.
- 7.6.5 The City reserves the right to verify all information in the proposal. If the information cannot be verified or if errors are not willful, the City reserves the right to reduce the rating points awarded.
- 7.6.6 The City reserves the right to require a pre-award interview and/or site inspection.
- 7.6.7 The City reserves the right to waive minor defects in the proposal in accordance with the City Charter.
- 7.6.8 If the selection of the proposer is based in part on the qualifications of specific key individuals named in the proposal, the City must approve in advance any changes in the key individuals or the percentage of time they spend on the project. The City reserves the right to have the selected proposer replace any project personnel.

8 SPECIFIC TERMS AND CONDITIONS

8.1 Statutory Requirements

The City of Los Angeles Standard Provisions for City Contracts (rev. 01/25, v.2), attached herein as Exhibit M, are hereby incorporated into this RFP. Please review this information carefully. Compliance with these requirements and submission of necessary forms is mandatory prior to award of contract.

8.2 Contractor Evaluation Ordinance

When the term of the contract pursuant to this RFP has concluded, the City will conduct an evaluation of the contractor's performance. The City may also conduct evaluations of the contractor's performance during the term of the contract. As required by Section 10.39.2 of the City of Los Angeles Administrative Code (LAAC), evaluations will be based on several criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the contractor assigns to the contract. A contractor shall be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City shall use the final City evaluation, and any response from the contractor, to evaluate proposals and to conduct reference checks when awarding other service contracts.

8.3 Nondiscrimination, Equal Employment Practices and Affirmative Action Program

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of LAAC Section 10.8.2., Non-discrimination Clause.

Non-construction services to or for the City for which the consideration is \$1,000 or more shall comply with the provisions of LAAC Sections 10.8.3., Equal Employment Practices Provisions.

Non-construction services to or for the City for which the consideration is \$100,000 or more shall comply with the provisions of LAAC Sections 10.8.4., Affirmative Action Program Provisions.

As a condition to the award of a contract under this RFP, the contractor shall assure that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.

The contractor shall also comply with all regulations implementing the laws listed above and all requirements of the grantor funding this project. This assurance applies to the contractor's operation of the program or activity. The contractor understands that the United States and the City of Los Angeles have the right to seek judicial enforcement of this assurance.

8.4 Certifications, Statements and Affidavits

Please carefully review all attachments and exhibits to this RFP and any additional information published by the Bureau of Contract Administration, available at: <https://bca.lacity.org/contracting>. Acknowledgement of and compliance with these requirements and submission of necessary forms is mandatory prior to award of contract. Proposers must submit with its response to this RFP, at a minimum, the below documents marked (*):

- Certificate of Insurance (uploaded to KwikComply at kwikcomply.org) and Insurance Requirements (Exhibit A) *
- Contractor Business Locations and Workforce Information (Exhibit B) *
- Non-Collusion Affidavit (Exhibit C) *
- Contractor Responsibility Ordinance (CRO) Questionnaire (Exhibit D) *
- Pledge of Compliance, Contractor Responsibility Ordinance (Exhibit E)
- Equal Benefits Ordinance and First Source Hiring Ordinance Affidavit (Exhibit F) *
- Certification and Disclosure Regarding Lobbying (Exhibit G) *
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Exhibit H) *
- Certification Regarding Drug-Free Workplace Act (Exhibit I). *
- Bidder Certification City Ethics Commission Forms 50 and 55 (Exhibit J) *
- Living Wage Ordinance Forms (Exhibit K) *
- Slavery and Border Wall Disclosure Ordinance Affidavit (available on www.rampla.org). (Exhibit L) *
- Standard Provisions for City Contracts (rev. 01/25, v. 2) (Exhibit M)

8.5 Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall be subject to the following:

The contractor hereby certifies that it shall comply with the Disabilities Act 42, U.S.C. Section 12101 et seq., and its implementing regulations. The contractor will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Disabilities Act. The contractor will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the contractor, relating to the resulting contract of this RFP, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

8.6 Child Support Assignment Orders

Any contract awarded pursuant to this RFP shall be subject to the following:

The contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance, contractor certifies that it shall: (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment

Orders; (2) that the principal owner(s) of the contractor is/are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of contractor to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of contractor to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the contractor under the terms of this contract, subjecting this contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to contractor by the City. Any subcontract entered into by the contractor relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the contractor to obtain compliance of its subcontractors shall constitute a default by the contractor under the terms of this contract, subjecting this contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to contractor by the City.

Contractor shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. Contractor assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110.

9 EVALUATION CRITERIA

- 9.1** All proposals shall be initially reviewed to determine if they are responsive to all of the City's statutory requirements. Those proposals deemed non-responsive shall be eliminated from consideration. Those proposals deemed responsive shall be evaluated by a committee selected by the City.
- 9.2** Semi-Finalist Presentations: The evaluation committee may invite selected proposers receiving the highest scores to present their qualifications in a virtual format. The presentation shall address: (1) knowledge and understanding of project (up to 10 points); and (2) proposer's qualifications and methodology (up to 40 points) (for a total of 50 points). Points from the presentation shall be combined and averaged with the points received for the written proposal.
- 9.3** The City at its option may reject any and all proposals submitted in response to this RFP, or waive any administrative irregularities or informalities in a proposal when to do so would be to the advantage of the City.

9.4 Evaluation Factors

Proposals shall be evaluated on each of the topic areas listed in Section 4.

Evaluation shall be based on the following factors and points available for each factor:

Written Proposal Evaluation Factors	
Experience: Qualifications and experience of the proposer and key personnel assigned to the delivery of the project services.	50
Quality and Responsiveness of the Proposal: Clarity, brevity, and focus of the proposal in understanding and addressing the issues and requirements of the RFP.	40
Cost: Reasonableness of costs to services and best value to the City.	10
Total Available Points	100

Proposals are due via email no later than **4:00 p.m. PST on October 13, 2025.**