



Cowlitz-Wahkiakum
Council of Governments

Cowlitz-Wahkiakum Council of Governments

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**REQUEST FOR
QUALIFICATIONS**

To Complete a Regional Trails Plan for the Five-County Southwest
Washington Regional Transportation Planning Organization

January 6, 2023

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REQUEST FOR QUALIFICATIONS (RFQ)

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I. INTRODUCTION

Background

The Cowlitz-Wahkiakum Council of Governments (CWCOG) is seeking a qualified consultant to develop a Regional Trails Plan for the five-county Southwest Washington Regional Transportation Planning Organization (SWRTPO).

CWCOG and Region Overview

The CWCOG is a federally designated, bi-state Metropolitan Planning Organization and a Washington State-designated Regional Transportation Planning Organization. CWCOG is the Metropolitan Planning Organization (MPO) for the urbanized areas of Longview and Kelso, Washington and (crossing over the Columbia River) Rainier, Oregon. As provided for in the Revised Code of Washington the CWCOG also administers the SWRTPO encompassing the five counties of Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum. Below are a few facts about the SWRTPO.

SWRTPO	
2020 Population	296,302
Land Area	6,642 Square Miles
Member Agencies	5 Counties
	28 Cities or Towns
	12 Port Districts
	4 Transit Authorities
	5 Tribal Governments
	1 State Department of Transportation (WSDOT)
Notable Regional Trails (Existing):	Willapa Hills Trail (Lewis & Pacific Counties)
	Discovery Trail (Pacific County)
	Castle Rock Riverfront Trail (Cowlitz County)
	Port of Kalama Marine Trail (Cowlitz County)
	Longview & Kelso Dike Trails (Cowlitz County)
	Wildlife Refuge Trail (Wahkiakum County)
Notable Regional Trails (Planned):	Six Rivers Trail (Cowlitz County)
	Longview-Kelso Rail Trail (Cowlitz County)
	High Dunes Trail (Grays Harbor County)

Discovery Bay Trail (Pacific County)

Ilwaco Seaview Connector (Pacific County)

Number of Fixed

Route Transit

6

Providers:

II. SCOPE OF WORK

The qualified consultant will be capable of successfully developing a Regional Trails Plan based on an identified scope of work. Below is a project description and key project tasks. Responses to this RFQ must demonstrate an understanding of, and ability to, complete an identified scope of work (described below). The final scope of work will be determined by CWCOG in coordination with the consultant. The CWCOG supports participation of disadvantaged business enterprises in all activities.

Project Description

This project will develop a Regional Trails Plan for the Southwest Washington Regional Transportation Planning Organization (SWRTPO). There are three main components to the Regional Trails Plan: 1) Updated inventory of regional trails; 2) Identify possible trail segments to effectively connect the existing trail network elements with emphasis on making regional connections; and 3) Scope one trail (or trail segment) per county to develop a more complete plan to assist in securing funding, designing, acquiring any needed properties or easements, completing environmental review, and constructing. The Regional Trails Plan will update and expand upon the 2016 Bicycle and Pedestrian Assessment (<https://www.cwcog.org/wp-content/uploads/bsk-pdf-manager/2019/08/Bike-Ped-Assessment-Final.pdf>). The updated trail inventory component will need to identify newly constructed trail segments, add planned and potential trails, include trail connections to support connectivity, remove trail segments no longer planned, and be based on trails data model developed by the consultant with standardization for attributes (such as trail type, trail status, etc).

Project Key Tasks

Eight key tasks have been identified for the development of the Regional Trails Plan.

Task #1 – Project Stakeholder Committee Meetings

The development of the Regional Trails Plan will be overseen by a Project Stakeholder Committee comprised of selected members of the technical or transportation advisory committee in each of the SWRTPO counties. There will be a mix of local agency (i.e., cities, counties, ports, transit) staff or elected officials on the committee. Staff from Washington State Department of Transportation (WSDOT) will be invited to participate on the committee. WSDOT staff invited will be from Southwest and Olympic Regions, Multimodal Planning and Data Division, and the Active Transportation Division. The initial plan is for five meetings of the

stakeholder committee, but there could be more if needed.

Task #2 – Review Existing Plans and Previous Planning Work

Early in the planning process the 2045 Regional Transportation Plan and 2016 Bicycle and Pedestrian Assessment will need to be reviewed to identify the goals, policies, and strategies that will support implementation of the Regional Trails Plan. Other planning work on trails planning completed by SWRTPO partner agencies in recent years will need to be reviewed. Two examples are: 1) Six Rivers Regional Trail System Alternatives Analysis and Comprehensive Cost Evaluation; and 2) Pacific County Trail-Route Plan. The WSDOT Active Transportation Plan will also need to be reviewed for larger statewide context.

Identify and plan for the next generation of trail development in the region. Planning to connect the local trails within the five counties and to possible trail networks outside of the five areas is an important element of the regional effort.

Task #3 – Public Survey and Outreach

A public survey on existing trail usage and potential trail needs will need to be developed and outreach completed to administer the survey. The 2016 Bicycle and Pedestrian Assessment public survey should be used as a starting point for developing a public survey. This work includes gathering input from tribal, state, regional, and local stakeholders.

Task #4 – Review and Build an Updated Trails Inventory GIS Database

The consultant will need to work with the stakeholder committee to review and update the existing trails inventory and then develop an updated GIS database in file geodatabase format with metadata. The updated file geodatabase will need to be based on a standard trails data model the consultant develops. Standardized attributes need to be used where possible such as for trail type or trail status.

Task #5 – Identify Five Trails (One Per County) with Project Stakeholders Committee for Scoping

The consultant will work with the Project Stakeholder Committee to identify one trail (or trail segment) per county for additional scoping. Five trails (or trails segments) will be scoped. In Cowlitz County the identified trail segment for this additional analysis has been determined: Six Rivers Trail connection between Kalama and Woodland. The reports developed as part of this process will be included in an appendix to the plan. A separate PDF file of these reports will be a project deliverable.

Task #6 – Scoping of Trails (or Trail Segments) Identified in Task #5

For this task the scoping report developed for each identified trail (or trail segment) in Task #5 will include key information for use in the final planning and development process. The goal for these reports is to have an extensive plan for the trail to assist with securing funding, designing, acquiring any needed properties or easements, completing environmental review, and constructing. Each of the scoping reports would include the following information.

- Proposed trail alignment map(s).

- Conceptual sketch or design sufficient for developing a detailed cost estimate.
- Map(s) showing proposed trail alignment relative to other properties to identify potential property acquisition or easements needed.
- Gathering of data to assist future environmental review. Examples of data shall include critical areas, historic resources, and environmental justice.
- Detailed cost estimate for use in securing future funding for design and construction.

Task #7 – Write Regional Trails Plan

All the planning work completed will be compiled into a Regional Trails Plan for the Southwest Washington Regional Transportation Planning Organization. Below is a basic outline of chapters, sections, and appendices for the Regional Trails Plan. Final outline will be determined in coordination with CWCOG staff.

- Chapter 1: Introduction & Background
 - Plan Purpose
 - Planning Process
 - Existing Plans
 - Definitions of Types of Trails Identified
 - Plan Outline
- Chapter 2: Regional Profile
 - Geographic Characteristics
 - Demographics
 - Public Input on Existing Trail Usage/Potential Trail Needs
- Chapter 3: Existing Policies & Strategies Supporting the Regional Trail Plan
- Chapter 4: Regional Trails System
 - Existing Trails
 - Planned and Potential Trails
 - Identification of Trails for Additional Scoping
- Chapter 5: Plan Implementation
 - Potential Funding Sources
 - Marketing and Promotion Strategies for the Regional Trails Plan
- Appendix A: Trail (or Trail Segment) Five Stand-alone Project Scoping Reports
- Appendix B: Public Survey Summary of Responses

- Appendix C: Stakeholder and Public Review Comments

Task #8 – Stakeholder & Public Opportunity for Feedback; Plan Revisions; Plan Adoption; Final Deliverable

CWCOG will coordinate an opportunity for feedback from stakeholders and the public once a public review draft plan has been submitted by the consultant. The consultant will then need to revise the plan based on feedback and submit a revised plan for the public comment period prior to the SWRTPO Board adoption process. CWCOG will coordinate the plan adoption process. Once plan adoption occurs the consultant will need to include the resolution in the final plan and submit it to CWCOG staff.

Project Deliverables

This project will require successfully developing and delivering the following work products to CWCOG staff.

- Stakeholder/Public Review Draft Plan (PDF & Microsoft Word format)
- Revised Draft Plan (PDF & Microsoft Word format)
- Final Plan (PDF & Microsoft Word format)
- Provide stand-alone document with cover page for each trail scoping report developed in Task #6. Cover Page must identify the project scoping report as a sub-product of the Regional Trails Plan developed by CWCOG/SWRTPO. (PDF & Microsoft Word format)
- Updated trails inventory GIS database, with metadata, in file geodatabase format.

Scope of Work Assumptions

Expectations of Agency Staff

- Regular project coordination with consultant.
- Provide copies of existing plans (Regional Transportation Plan; Bicycle and Pedestrian Assessment; Six Rivers Regional Trail Alternatives Analysis; Pacific County Trail-Route Plan).
- Provide existing Bicycle and Pedestrian GIS database.
- Recruit the members for the Project Stakeholder Committee.
- Distribute agenda packets prepared by consultant one week prior to Project Stakeholder Committee meetings.
- Review and provide comments on updated survey prior to publication.
- Review and provide comments on updated GIS inventory data model.
- Review and provide comments on Regional Trails Plan drafts.
- Copy legal notice and news release text prepared by consultant into CWCOG template and distribute to newspapers/media for the public comment period.
- Post revised draft of the Regional Trails Plan to CWCOG website.
- Coordinate plan adoption process.

Expectations of Consultant

- Regular project coordination with CWCOG.
- Finalize Project Stakeholder Committee meeting dates and schedule meeting rooms and/or set-up virtual meetings on Zoom or Microsoft Teams.

- Prepare Project Stakeholder Committee agenda packets and provide CWCOG for distribution.
- Facilitate Project Stakeholder Committee meetings.
- Develop a public survey and manage survey outreach and finalize analysis.
- Develop updated trails inventory GIS data model with standardized attribute fields whenever possible.
- Write the Regional Trails Plan document and provide it to CWCOG for internal review and stakeholder/public review.
- Set-up email for receiving feedback from stakeholders and the public during review periods.
- Collect and respond to stakeholder and public comments.
- Revise the plan based on internal review and stakeholder/public review comments.
- Deliver a revised draft plan ready for the adoption process.
- Prepare text for a legal notice and news release.
- Deliver a final plan after adoption.

III. PROJECT OVERVIEW

- A. **Funding:** This project is being funded with federal Surface Transportation Block Grant Set-Aside (Transportation Alternatives Program) funding.
- B. **Scope of Work:** The qualified consultant will be capable of successfully completing all elements of the Scope of Work stated in Section II in coordination with CWCOG staff and other partners to comply with all funding requirements.
- C. **Deliverables:** A public review draft, revised draft, and final Regional Trails Plan must be delivered along with an updated GIS database in file geodatabase format. The public review draft is scheduled to be submitted to CWCOG staff by June 30, 2024, to allow for stakeholder and public comment, plan revisions, and plan adoption in Summer/Fall 2024. Plan adoption is tentatively planned for September or October 2024 at the latest. The exact schedule may vary with approval of CWCOG staff, but the project must be completed including submittal of final invoice no later than December 31, 2024.

IV. SELECTION PROCESS

- A. **Process:** A two-phase process will be used for selecting the best qualified submission for the project. Phase one of the process is “Submittal Review and Evaluation” during which the CWCOG Project Manager determines whether a submitted submission meets all the requirements of the RFQ followed by review and ranking of the submissions by the Selection Committee. Phase two involves interviews and a final ranking by the Selection Committee.

Failure to meet the requirements of this RFQ may be cause for rejection of the submittal. Similarly, the CWCOG may reject any submittal if it is conditional, incomplete, late, or contains irregularities.

The CWCOG may waive any immaterial deviation in a submission. However, the absence of information

pertinent to the evaluation criteria will be evaluated accordingly. Waiver of an immaterial deviation shall in no way modify the RFQ documents or excuse the selected consultant from full compliance with the contract terms and requirements.

- B. **Submittal Review**: The Selection Committee to review qualified submissions will consist of the CWCOG Project Manager and other CWCOG staff. Potentially the Selection Committee will also consist of SWRTPO planning partners, trail advocates, and possibly one or two representatives of SWRTPO local agencies.
- C. **Submittal Evaluation**: The final decision will be made by CWCOG staff after consultation with local partner agencies and WSDOT.
- D. **Interviews**: The Selection Committee will conduct oral interviews with the top-ranked consultants for the project. The interview provides further opportunity for the CWCOG to evaluate the submission, credentials, and qualifications of the consultant, and for both parties to determine the potential to work together effectively on the project. The consultant’s project lead will play a key role in the interview. Key personnel engaged in the project should also be included in the interview process. The interview will include a short (8 – 10 minute) overview of the consultant’s credentials and overall qualifications, then questions by the Selection Committee. The anticipated length of the interview is 45 to 60 minutes.

Notification of interview status will be communicated by February 23, 2023. Please ensure that the Project Manager and appropriate staff are available to attend the interview. Virtual interviews will be conducted March 6, 7, or 8, 2023. You may request a preferred date and time (am or pm) with your submission.

- E. **Selection**: Any contract awarded shall be made to the best-qualified submission based on the selection process, as outlined above. The CWCOG will notify the consultant of the submission selected by distributing a *Notice of Intent to Award*. The final Scope of Work will be negotiated to meet the CWCOG needs and could include a scope of work modified from the identified one in Section II. All consultants responding to the RFQ will be provided with a *Notice of Intent to Award* following its issuance.
- F. **Bid Protest Selection**: A bid protest period shall commence immediately upon distribution of the *Notice of Intent to Award*. During this time any interested person, consultant, or firm may file a protest in accordance with the process outlined below with respect to the selected submission and/or with respect to the qualifications of the selected firm.

Firms who wish to lodge a protest as to the award of the contract must do so before 4:00 PM PDT of the fifth (5th) business day following the *Notice of Intent to Award* the contract. Protests must be received in writing to the CWCOG Executive Director, Bill Fashing. It must include the following: 1) the name of the person or consultant or firm making the protest; 2) a complete statement of all legal and factual grounds of the protest; 3) any documentation supporting the protestor’s grounds for the protest; and 4) the form of relief requested and the legal basis for such relief. If a valid protest is timely filed, the Executive Director shall investigate the protest. The protested firm has three (3) business days to

respond to the Executive Director and to provide any information requested by the Executive Director. The Executive Director shall respond to the protesting party, stating his findings.

Failure to timely file a written protest shall constitute a waiver of the right to protest. Untimely protests will not be accepted or considered.

V. SUBMITTAL INFORMATION AND REQUIREMENTS

A. **Submittal Requirements:** Qualified consultants are invited to submit a single submission as described in this RFQ. Submittals shall be thorough, concise, and are recommended to be delivered electronically. The submission should address the elements specified herein and be presented in the following format:

1. Format

- i. Language: The entirety of the document shall be written in the English language.
- ii. Page Size: All information, except for charts, exhibits, and other illustrative and graphical information shall be formatted to be printed on 8.5 x 11-inch paper. Charts, exhibits, and other illustrative and graphical information may be formatted to be on either 11 x 17-inch paper or 8.5 x 11-inch paper.
- iii. Front Cover: The front cover of the submission shall be labeled with the consultant's name, the project name, and the RFQ due date.
- iv. All submissions must be received electronically at cwcog@cwcog.org or by US Mail as stated on page 13 of this RFQ.

2. **Consultant Team Approach:** Given the nature of this project, the work may support and justify the inclusion of more than one consultant or firm on the consultant's project team. These additional parties will be considered sub-consultants. The specific role of each member of the team should be clearly defined and outlined throughout the submission.

3. **Letter of Introduction and Availability:** Provide an introduction of the lead consultant or firm, including the year it was established, as well as a statement of interest in the project and an overall understanding of the Scope of Work. Include complete contact information and signatures of any individuals authorized to make representations for the firm on this project. Similar information should also be included for any sub-consultants. Also include a commitment to participate in an interview on March 6, 7, or 8, 2023.

4. **Outline of Qualifications and Experience:** Provide an overview of the lead consultant or firm's background, relevant experience, credentials, and qualifications as they pertain to this project and the deliverables. Introduce and provide background information and related experience of staff who will be involved in the project. If the use of sub-consultants is proposed, similar information shall be provided for each.

5. **Examples of Similar Projects:** Provide examples of previously completed active transportation, trails, and bicycle and pedestrian plans for regional planning agencies. If no work has been done for regional planning agencies, clearly explain the connections between the examples provided and the scope described for this project.
6. **Methodology:** Outline the proposed approach to the project and describe the method for completing the work.
7. **Timeline:** Include a statement confirming the firm can complete the project as outlined in Attachment 2: RFQ and Project Schedule (page 18).
8. **Project Budget:** CWCOG has a Surface Transportation Block Grant Set-Aside (Transportation Alternatives Program) federal funding award for the project. The funding is in the process of being amended into the Unified Planning Work Program (UPWP). CWCOG has budgeted up to \$300,000 for the project. The chosen consultant and CWCOG will negotiate the budgetary specifics prior to entering into an agreement.
9. **Professional References:** Provide contact information for a recent project and three relevant professional references beyond the most current that are related to regional active transportation, trails, or bicycle and pedestrian planning work.
10. **Conflict of Interest:** The firm shall disclose any financial, business, or other relationship that may be impacted by this work.
11. **Signature:** The submission shall provide the following: names, titles, addresses, telephone numbers, and email addresses of individuals with the authority to negotiate and contractually bind the company.
12. **Small and Minority Firms** are encouraged to apply.
13. **Time and Place of Submission:** To be considered, all submissions should be received electronically at cwcog@cwcog.org by 4 PM on February 16, 2023. Submissions may also be mailed but must be received by the deadline. Mailing address is included below.

Cowlitz-Wahkiakum Council of Governments
ATTN: Bill Fashing
PO Box 128
Kelso, WA 98632

- B. **Late Submittals:** Submittals received after the specified time shall not be considered.
- C. **Modification or Withdrawal of Submittals:** Any submission received prior to the receipt date and time specified above may be withdrawn or modified by written request of the consultant prior to the submittal deadline. Any modifications shall follow the above guidelines when resubmitting.
- D. **Property Rights:** Submissions received become the property of the CWCOG and all rights to the contents therein become those of the CWCOG.

- E. **Amendments to Request for Qualifications:** The CWCOG reserves the right to amend this RFQ by addendum before the final submittal date. Addendums to the RFQ will be made public on the CWCOG website (www.cwcog.org). Firms responding to the RFQ are responsible for checking for any amendments on the CWCOG website. Any amendment will be posted by January 26, 2023.
- F. **Inquiries:** Inquiries concerning this RFQ should be directed in writing to the Project Manager (no phone calls will be accepted). Consultants shall be responsible for reviewing this RFQ and any addenda issued by CWCOG prior to the due date, and for requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error, or omission contained therein, or if any provision which the consultant fails to understand. Failure of the consultant to so examine and inform itself shall be at its sole risk and no relief of error or omission will be provided by the CWCOG. CWCOG will respond to written requests for clarification in accordance with this Section. To the extent written responses are provided, they will be considered part of the Contract Documents and posted to the CWCOG website as stated in 'E' on the previous page.

CWCOG will only consider comments or questions regarding this RFQ, including requests for clarification and requests to correct errors, if submitted by a consultant's authorized representative to the CWCOG's Project Manager by email or hard copy.

Such comments or questions may be submitted at any time prior to the applicable last date specified in Appendix 2 or such later date as may be specified in any addendum. Questions and comments, including requests for clarification or interpretation, shall be in written form either by mail or email to the following:

Project Manager: Robert Stevens, Senior Transportation Planner
Cowlitz-Wahkiakum Council of Governments
Email: rstevens@cwco.org 360-577-3041
Administration Annex ~ 207 Fourth Avenue North
PO Box 128
Kelso, WA 98626

VI. CONTRACT AWARD

- A. **Non-Commitment**: This RFQ does not commit the CWCOG to award a contract, to pay any costs incurred in preparation for this request, or to procure or contract for services. The CWCOG reserves the right to accept or reject any or all submittals received as a result of this request or to modify or cancel in part or in its entirety the RFQ if it is in the best interest of the CWCOG and project to do so.
- B. **Recommendations, Approval and Execution**: The CWCOG Executive Director will make the final determination to award the contract to the selected consultant. Should this RFQ result in the award of a contract, the contract will not be in force until it is fully executed by the CWCOG Executive Director and consultant.
- C. **Requirements of Contract**: This project is funded with Federal Surface Transportation Block Grant Set Aside funding and the contractor will be required to follow all requirements under such funding. The contract, if awarded, will include additional details on requirements. Generally, the contractor will fall under 49 USC Ch. 53 and 23 USC (Highways). The requirements will include Washington Executive Orders 12549 and 12689 relating to debarment and suspension, Buy America requirements when applicable, all requirements under U.S. Title VI of the Civil Rights Act and the Washington State Civil Right Act, Equal Employment Opportunity requirements. The contractor will be required to abide by all applicable state and federal laws and regulations including but not limited to employment, equal opportunity employment, nondiscrimination assurances, project record keeping and necessary to evidence compliance, and retention of such records.
- D. **Payment**: The successful consultant will be paid no more than once a month for authorized and satisfactorily completed work and services as rendered under the project contract. Such payment shall include full compensation for all allowable and eligible work, services rendered that are performed satisfactorily, and for all other approved allowable and eligible costs. Final invoice should be submitted by the 5th of the month following the Contract termination date.

All expenses shall be detailed on invoices submitted by the consultant to CWCOG. Invoices shall be organized by contract task and detailed by type of service provided, name and job title of provider, hours per provider for each task, and provider's hourly rate. Subtotals shall be presented for each provider by task and by each task as a whole. The invoice shall state the total being requested for reimbursement and balance remaining on the contract should be shown. Reimbursable expenses shall be itemized and supported with copies of all invoices and receipts for all non-travel and travel reimbursable expenses.

An original invoice, with supporting documentation, must be received by the fifth (5th) of the month to be paid by the last working day of the month. Invoices must be addressed as outlined in the approved contract.

A project report organized by task shall outline the work accomplished during the billing period and accompany each project payment request.

- E. **Performance of Work**: It is the intent of the CWCOG to have the selected consulting firm begin work on

or around April 17, 2023, dependent on contract negotiations. Consulting services shall be procured and performed in accordance with all federal statutes and regulations including those included from 2 CFR 200.317 to 200.326 and other federal statutes noted in this RFQ.

VII. APPENDIX

Appendix 1: Evaluation Criteria

Submissions will be reviewed and assessed by a Selection Committee as described in this RFQ. In assessing the submissions, the Selection Committee will evaluate the following criteria based on the narrative and previous project work summaries provided:

Evaluation Criteria	
Criteria	Maximum Points
1. Demonstrated understanding of the goals of the project, the region, the scope of work, and deliverables.	20 Points
2. Knowledge and understanding of active transportation, trails, or bicycle and pedestrian planning.	20 Points
3. Firm's experience and success in performing similar kinds of work, documented by references. Project team's professional qualifications and experience, commitment to teamwork, and client services.	20 Points
4. Experience and success performing and managing data collection, analysis and work documentation.	20 Points
5. Description of project approach and work tasks.	20 Points
Total Points Available:	100 Points

Superior Qualifications (90-100 Points): A Superior response will be a highly comprehensive, excellent reply that meets all the requirements of the areas within the specific criteria for this topic area. In addition, the response covers areas not originally addressed within the evaluation criteria and includes additional information and recommendations that would prove both valuable and beneficial to the CWCOG. The response demonstrates the Consultant's authoritative knowledge and understanding of the project.

Good Qualifications (80-89 Points): A good response will provide useful information while showing experience and knowledge within the evaluation criteria for this topic area. The response is well thought out and addresses all requirements set forth in the RFQ. The consultant provides insight into its expertise, knowledge and understanding of the subject matter outlined in the criteria.

Fair Qualifications (70-79 Points): A fair response meets all the requirements of the RFQ and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter outlined in the criteria for this topic area. The response demonstrates an above-average performance with minimal deficiencies noted.

Poor Qualifications (60-69 Points): A poor response minimally meets most requirements of the RFQ for this topic area. The consultant has demonstrated limited knowledge of the subject matter only as outlined in the criteria.

Inadequate Qualifications (0-59 Points): An inadequate response does not meet the requirements of the RFQ for this topic area. The consultant has not demonstrated knowledge of the subject matter outlined in the RFQ and its response is considered inadequate.

Appendix 2: RFQ and Project Schedule

Task	Date	Time
RFQ Issued	January 6, 2023	
Deadline for Consultant Questions	January 19, 2023	12:00 p.m.
Post of RFQ Addendum at www.cwcog.org (if necessary)	January 26, 2023	12:00 p.m.
Request for Qualifications Deadline	February 16, 2023	4:00 p.m.
Notification of Interview Status	By February 23, 2023	4:00 p.m.
Consultant Interviews	March 6, 7, or 8, 2023	
Notice of Intent to Award	By March 15, 2023	4:00 p.m.
End of Protest Period	March 22, 2023	4:00 p.m.
Intent for Work to Begin	April 17, 2023	
Submit Final Invoice	Within 10 Days of Final Plan Delivery to CWCOG Staff, but in no case later than December 31, 2024	

Note: This timeline is for the consultant's planning and information. Project constraints or other variables may cause these dates to change. All times are Pacific Time.

- End of Document -