



Part F - Evaluation and Method of Award

This section describes the evaluation factors, evaluation process, and Method of Award applicable to this Request for Proposals (RFP). Proposals will be evaluated using the competitive negotiation method in accordance with the Virginia Public Procurement Act, the requirements of this RFP, and the procedures set forth in this Part F.

The City's evaluation is intended to identify the Proposal or Proposals that are most advantageous to the City, considering the evaluation factors identified in this RFP and their relative importance. The City may conduct discussions, request clarifications, and negotiate with Offerors as permitted by law and as described in this **Part F**.

1 Evaluation Factors

Proposals will be evaluated in accordance with the evaluation criteria set forth in this RFP. Each Service Line will be evaluated independently. Evaluation factors may include, but are not limited to:

Evaluation Criteria	Evaluation Points
Firm Background and Experience	10
Technical Proposal/ Approach	35
Key Personnel and Staffing Plan	10
Fleet and Equipment Plan	15
References/ Past Performance	5
Cost Competitiveness	25

2 Evaluation Process

2.1. Competitive Negotiation

2.1.1. The City will evaluate Proposals using the competitive negotiation method in accordance with the Virginia Public Procurement Act and the requirements of this RFP. Proposals will be reviewed to determine whether they are responsive to the requirements of the RFP and whether the Offerors are responsible and qualified to perform the requested services.

2.1.2 The City may utilize an evaluation committee or other evaluation process as deemed appropriate to review and evaluate Proposals based on the evaluation factors set forth in this RFP and their relative importance.

2.2. Discussions, Clarifications, and Negotiations

2.2.1 After initial evaluation, the City may conduct discussions and negotiations with those Offerors determined to be fully qualified and reasonably susceptible of being selected for award. Discussions may be conducted for the purpose of clarification, to ensure full understanding of the Offeror's Proposal, or to facilitate selection of the Proposal that is most advantageous to the City.

2.2.2 As part of the evaluation process, the City may, but is not required to:

2.2.2.1. Request written or oral clarifications of Proposals;

2.2.2.2. Conduct interviews, presentations, or demonstrations;



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- 2.2.2.3. Request revised Proposals or best-and-final offers; or
- 2.2.2.4. Negotiate scope, approach, staffing, schedule, or pricing.

The City may conduct discussions or negotiations with one or more Offerors concurrently or sequentially, and may discontinue discussions with any Offeror at any time.

2.3. Final Evaluation

Following completion of discussions and negotiations, if any, the City will evaluate final Proposals or best-and-final offers in accordance with the evaluation criteria set forth in this RFP. The City is not obligated to conduct discussions or request revised Proposals and may make an award based on the initial Proposals received, if deemed to be in the best interests of the City.

3. Method of Award

- 3.1 A Notice of Award will be issued to the successful Offeror(s), and a Solicitation Disposition Letter will be issued to unsuccessful Offerors.
- 3.2 Issuance of a Notice of Award does not authorize the Contractor to begin performance. Performance may not begin until a Contract has been fully executed by the City and any required authorizations have been issued.

4. Reservation of Rights

The City reserves the right, as permitted by law, to:

- 4.1 Make a single award, multiple awards, partial awards, or no award at all;
- 4.2 Waive informalities or minor irregularities in Proposals;
- 4.3 Request clarification of Proposals and conduct discussions or negotiations with one or more Offerors;
- 4.4 Accept or reject any Proposal, in whole or in part;
- 4.5 Cancel this Solicitation at any time prior to contract award.

5 Responsibility Determination

Prior to award, the City will determine whether the apparent successful Offeror is responsible in accordance with the requirements of the Solicitation, the Virginia Public Procurement Act, and applicable provisions of the City of Alexandria.