



Date: December 17, 2003
To: Inter-Regional Partnership Members
From: IRP Staff
RE: Pilot Project Evaluation: Request for Proposals

Background

Senate Bill 639 was signed by Governor Davis in September, thereby extending the IRP Pilot Project to July 2008. With the passage of this legislation, the deadline for the completion of the evaluation of the Pilot Project has been moved from July 2004 to July 2008. Due to both financial and strategic reasons (cited by staff and concurred by the IRP members at the August 2003 meeting), the IRP members decided to honor the original July 2004 deadline and therefore move forward with the Pilot Project Evaluation.

The purpose of this staff report is to update the IRP membership on the status of the Request For Proposal (RFP), proposal scoring criteria, and delivery of proposal scoring results and recommended consultant selection for the December 17, 2003 IRP meeting.

Discussion

The State mandates that a “qualified consultant” evaluate the IRP Pilot Project. As stated in the legislation, the evaluation shall consist of: 1) ongoing monitoring of the Zones; and, 2) a final evaluation of the Pilot Project. The final evaluation is to be two-tiered. The first analysis will be from a policy/program perspective, with the second to be focused on the processes that the IRP undertook in implementing the project.

At the October 15, 2003 meeting, the IRP Board members discussed the proposed request for proposals for the IRP Pilot Project Evaluation and approved the release of the RFP on October 20, 2003. The RFP was released on schedule and 3 proposals were received by the December 10, 2003 due date. The firms that responded to the RFP include:

- Economic & Planning Systems (Berkeley, CA)
- Design, Community, & Environment (Berkeley, CA)
- Solimar Research Group, Inc. (Ventura, CA)

The following criteria (total of 50 points) will be used to evaluate each proposal:

Qualifications and Specific Experience of Firm/Key Team Members

A maximum of twenty (20) points will be awarded based on the qualification and specific experience of the key team members, including recent experience on projects similar to the intent of the project supported by this RFQ.

Overall Insights (Based on interview questions)

A maximum of twenty (20) points will be awarded based on the insights reflected in the firm’s response to four specific interview questions.

References: A maximum of ten (10) points will be awarded based on feedback received from interviewing the submitted references.

Staff members representing ABAG, SJCOG, and StanCOG will complete the proposal review and consulting firm interview process just prior to the December 17, 2003 IRP meeting. The results will be presented to the IRP Board at the December 17, 2003 meeting. At that time, IRP staff will provide a recommendation for the IRP Board's consideration regarding the consulting firm to conduct the IRP Pilot Project Evaluation.

Requested Action

- 1) Discuss results of the proposals submitted.
- 2) Motion to approve the ABAG Executive Director to enter into contract with the selected firm to conduct the IRP Pilot Project Evaluation.