

Selection Procedures:

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. The Consultant Selection Rating Form used to evaluate and score the submittals is included for your reference. Final selection ranking will be determined by the unweighted score totals with the highest score being the top ranked firm.

The top three ranked firms should be prepared to attend an interview with Town staff to clarify the technical approach, qualifications, and capabilities provided in response to the Request for Proposals. The Town will negotiate a contract with the top ranked firm after the interview process.

INTERVIEW SCORING SHEET

The Town intends to award a Contract for Professional Services for a lump sum, not to exceed price. Payments will be made through monthly invoicing.

Solicitation Schedule:

RFP Release Date:	December 16, 2022
Deadline for Inquiries:	January 6, 2023
Deadline for Q&A Response:	January 13, 2023
Deadline for RFP Submittals:	January 27, 2023
RFP Interviews:	week of February 20, 2023
RFP Short List Named:	March 3, 2023
RFP Sent to Short Listed Consultant Teams:	March 3, 2023
Award Date, On or Before:	April 17, 2023
Town Officials Approval:	April 17, 2023
Tentative Contract Start Date with FHWA Approval:	Ask ABELL???

Requirements for Letters of Interest (LOI)

A. General instructions for preparing and submitting a Letter of Interest (LOI).

1. Provide the information, as stated in Item B below, in the same order listed and signed by an officer of the firm. Signed and scanned documents, or electronically applied signatures are acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LOI's shall be limited to twelve (12) 8 ½" x 11" pages that include Identification, Qualifications, Key Staff, and Project Approach.
3. LOI's must be received no later than the "Response Due Date and Time"; as shown in the RFP header above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Qualifications, Related Experience, and References

- a. Provide a brief profile of the firm.