



November 16, 2018

**Executive Summary
Request for Proposal
Notice to Prospective Proposers**

**Exclusive Negotiations for Property Purchase and Development
833 Emerald Bay Road
South Lake Tahoe, CA
El Dorado County Assessor's Parcel Number 023-171-09 (0.51 acres)**

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Executive Director

The California Tahoe Conservancy (Conservancy) seeks a development partner with whom to enter into an Exclusive Negotiation Agreement regarding the potential purchase of the Conservancy's Asset Land at 833 Emerald Bay Road, South Lake Tahoe, CA, and development of a project consistent with the Conservancy's Project Requirements. The Conservancy's Asset Land at 833 Emerald Bay Road serves to help implement a sustainable community development project consistent with the Tahoe Regional Planning Agency's (TRPA) Regional Plan and the City of South Lake Tahoe's Tahoe Valley Area Plan.

The Conservancy Board approved the Project Requirements after community input, and any project at 833 Emerald Bay Road must meet all the Project Requirements. According to the Project Requirements, the property purchase and development at 833 Emerald Bay Road must include:

- A. Housing component including one of the following:
 - a. Deed restricted affordable, moderate income or achievable housing as defined in the TRPA Code of Ordinances, Chapter 90 (changes adopted by the TRPA Board in October 2018), also consistent with the City's General Plan Housing Element.
 - b. Workforce housing agreements with local employers;
- B. Mixed use commercial component;
- C. Publicly accessible open space, plaza areas, trails, and sidewalks with conservation easements in favor of the Conservancy;
- D. Bicycle and transit-friendly components; and
- E. Highest feasible Leadership in Energy and Environmental Design rating for all structures and Energy Star Labels for all appliances/hardware and the highest feasible level of compliance with California Executive Order B-12-18.

(See Attachment 3, for a complete list of Project Requirements)

The Conservancy intends to select a development partner with whom to enter into an Exclusive Negotiation Agreement (Attachment 3). Once the

exclusive negotiating period is successfully completed, Conservancy staff will cooperate as necessary with the development partner to obtain all project permits and complete all required environmental reviews (at the cost of the developer). After the development partner obtains all required permits and completes environmental review, Conservancy staff will present a proposed disposition agreement to the Conservancy Board (Board) for review and potential approval. After Board approval, Conservancy staff will enter into a disposition agreement with the development partner to sell the property. The disposition agreement will include provisions requiring financial assurances to ensure project construction. (Specific provisions of the Disposition Agreement to be developed during the Exclusive Negotiation period.)

Aimee Rutledge
Acquisitions

REQUEST FOR PROPOSAL
Exclusive Negotiations for Property Purchase and Development
833 Emerald Bay Road; South Lake Tahoe, CA
El Dorado County Assessor's Parcel Number 023-171-09

You are invited to review and respond to this Request for Proposal (RFP), entitled (**CTA-18-015, Exclusive Negotiations for Property Purchase and Development 833 Emerald Bay Road, South Lake Tahoe, CA El Dorado County Assessor's Parcel Number 023-171-09**). In submitting your proposal, you must comply with these instructions.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions (GTCs) and Contractor Certification Clauses (CCCs) that may be viewed and downloaded at Internet site www.ols.dgs.ca.gov/. Please read the GTCs and CCCs before submitting your bid package. If you do not have Internet access, a hard copy can be provided by contacting the person listed below. In the opinion of the Conservancy, this RFP is complete and without need of explanation. For all deadlines related to this RFP, see "Key Action Dates", Section 6A, Page 8. If you have questions, or should you need any clarifying information, the contact person for this RFP is:

Aimee Rutledge
California Tahoe Conservancy
530-307-3380
aimee.rutledge@tahoe.ca.gov

Proposers shall submit all questions to aimee.rutledge@tahoe.ca.gov no later than December 4, 2018 at 3:00 p.m. Conservancy staff shall post responses to the questions no later than December 14, 2018 at 3:00 p.m. Proposals will be due by February 1, 2019 at 3pm.

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Aimee Rutledge
Acquisitions

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1. PURPOSE AND OVERVIEW OF SELECTION PROCESS

The Conservancy seeks to enter into an Exclusive Negotiation Agreement (ENA) with a project development partner(s) to negotiate a potential purchase of the Conservancy's Asset Land property at 833 Emerald Bay Road, South Lake Tahoe, CA (El Dorado County Assessor's Parcel Number 023-171-09) and development of a project consistent with Project Requirements on that property (Attachment 3). The Conservancy Board approved the Project Requirements after community input, and any project must meet all the Project Requirements.

The Conservancy intends to enter into an ENA with the selected Proposer, who, at the sole discretion of the Conservancy, poses the best opportunity to achieve the highest and most certain return on the Property and to complete a project consistent with the surrounding market and the attached Project Requirements. The selected Proposer acknowledges that the selection of a proposal does not create any contractual obligation or any form of liability on the part of the Conservancy and the State of California, including but not limited to any obligation to sell the property to or enter into future agreements with the selected Proposer.

The Conservancy may choose to pre-qualify and short-list the number of Proposers based on qualifications, as well as conduct a qualifications interview. Prior to the qualifications interview, the State may contact each short-listed Proposer to obtain additional information. The State may further short-list Proposers based on the results of the qualifications interview. The interview will provide the Proposer the opportunity to elaborate on the written material previously submitted and give the Conservancy the opportunity to meet key personnel and ask questions regarding any aspect of the Proposer's proposal, background, and other relevant topics. Each Proposer should be prepared to respond to detailed questions about their qualifications.

2. TIMEFRAME

The purchase and development project is expected to be a three-year effort, anticipated to begin with execution of an ENA on March 29, 2019. Subject to the outcome of negotiations, any sale of property to the selected Proposer will occur after selected Proposer satisfies all required permit and environmental review requirements, and the Conservancy Board approves the sale of property to the selected Proposer. The anticipated time period for a property sale is March 2020. Completion of the development project by the selected Proposer is expected on or before March 2022. These dates may change based on due diligence outcomes, permitting, and environmental review process.

3. PROPERTY PURCHASE PRICE

The proposed purchase price for 833 Emerald Bay Road must be at or above the appraised value of \$118,000 (Attachment 4).

4. MINIMUM QUALIFICATIONS

Proposers must have significant knowledge and experience with:

1. Deed restricted affordable, moderate income or achievable housing as defined in the TRPA Code of Ordinances, Chapter 90 (changes adopted by the TRPA Board in October 2018), also consistent with the City's General Plan Housing Element.
2. Mixed use, sustainable, bike, pedestrian, and transit-friendly development
3. Economics of redevelopment and development rights in Lake Tahoe, especially in the City of South Lake Tahoe, under the current TRPA Regional Plan and the Tahoe Valley Area Plan.

Proposers shall have some specific combination of the above, relevant to the project proposed.

5. PROPERTY PURCHASE AND PROJECT DEVELOPMENT— DELIVERABLES FOR RFP & ENTIRE PROJECT

The following are the steps that will be required of Proposers to not only satisfy the requirements of the RFP, but also the currently anticipated elements of a successful negotiation to result in property purchase and property development. Proposers bear their own costs and expenses in satisfying all requirements.

Required in the RFP Response:

- A. Submit a Timeline and Summary for all required steps to complete the property purchase and development project (as required below in Section 6B "Proposal Content")
- B. Submit a Project Description (as required below in Section 6B "Proposal Content")
- C. Submit one or more credit reference letters from domestic nationally rated financial organizations that indicate capabilities to develop a project of this size and nature. Please be advised that all financial reports submitted in connection with this RFP package shall become the property of the State and will not be returned to the Proposer. If you desire these financial materials remain confidential, you must request in writing that the State treat the financial information as confidential for the State's use only in connection with this proposal. Furthermore, you must submit such information and documents in a separate envelope labeled with the RFP Title and Number and clearly marked "CONFIDENTIAL – NOT TO BE PUBLICLY RELEASED." The State reserves the right to verify, to the extent necessary, Proposer's financial information and Proposer agrees to execute any necessary waiver and release documents that may be necessary in this regard. The State reserves the right to disqualify a proposal if

the Proposer's financial capability is deemed inadequate to deliver the project as proposed in the Project Description.

- D. Complete Attachment 6, Darfur Contracting Act Attachment
- E. Submit all other components required below in Section 6B.

Minimum anticipated requirements during the Exclusive Negotiating Period to result in a disposition agreement (subject to augmentation in negotiation period):

- F. Submit a Development Concept (as required in Attachment 3, ENA)
- G. Obtain all required permits
- H. Complete all required environmental review
- I. Compile all required development rights and coverage. (The Conservancy may provide 30% potential coverage, depending on the project.)
- J. Provided Conservancy agreement and approval, purchase 833 Emerald Bay Road at or above the appraised value of \$118,000
- K. Pay all necessary development fees and fulfill all permit requirements
- L. Construct a project consistent with the Conservancy's Project Requirements, including providing a project-specific financial assurance (bond or other equivalent)

Other Important Requirements:

- The Conservancy will require that construction begin on the proposed project no later than 180 days following the effective date of the City's, TRPA's and Conservancy's approval, whichever date is latest.
- The Proposer will be responsible for litigation costs the State may incur arising as a result of legal challenges to the preparation and approval of CEQA documentation for the proposed project.
- The State will not cover any costs related to project implementation. All project implementation is the responsibility of the Proposer.
- The State will not execute a contract for land disposition until the final, approved environmental document and all permits are available for the Conservancy's review, and the Conservancy Board has approved the property disposition.
- Due to budget constraints and in the spirit of fiscal responsibility, all in-person meetings shall be located within a 100-mile radius of Lake Tahoe, California, unless approved in advance by the Conservancy. Any travel required by the Conservancy staff in relation to the production of work outside of the 100-mile radius shall be paid for by the Proposer unless specifically authorized. These travel costs shall include airfare, rental car and overnight accommodations, if necessary.
- The Proposer must investigate 833 Emerald Bay Road to their own satisfaction with the City of South Lake Tahoe and the Tahoe Regional Planning Agency and any other relevant agencies, and cannot rely on any information provided by the Conservancy. The Conservancy is under no obligation to seek or provide development rights or other regulatory entitlements or other necessary approvals

to complete the development. The Conservancy may be willing to provide up to 30% potential coverage, depending on the project. The Proposer must comply with the requirements and provisions of the Conservancy, as well as approvals by various State, bi-state, and local regulatory agencies with respect to the disposition and development of the Property. See the TRPA Regional Plan and links to the TRPA Code of Ordinances and the City of South Lake Tahoe's Tahoe Valley Area Plan here:

- <http://www.trpa.org/regional-plan/>
- <http://www.trpa.org/wp-content/uploads/TVAP.pdf>
- <https://parcels.laketahoeinfo.org/Parcel/Detail/023-171-09>

The Conservancy reserves the right to decline entering into a disposition agreement with a Proposer selected from this RFP process on any grounds, including but not limited to Proposer's inability to obtain necessary approvals for development rights and coverage required to complete the development.

6. **PROPOSAL DEADLINES AND REQUIREMENTS**

The following deadlines and format are required. Any proposal not meeting the minimum requirements **will not be considered**. Faxed proposals will not be accepted.

A. **Key Action Dates**

Time schedule: It is recognized that time is of the essence. All Proposers are hereby advised of the following schedule and will be expected to adhere to the required dates and times. Multiple proposals may be selected or one or none.

<u>Event</u>	<u>Date</u>
RFP available to prospective Proposers	November 16, 2018
Property Tour Day (833 Emerald Bay Road)	December 3, 2018, 1p.m. to 2 p.m.
Question Submittal Deadline	December 4, 2018*
Final Date for Proposal Submission	February 1, 2019 (3:00 p.m.)
Proposal Opening	February 4, 2019
Proposed Award Date	March 15, 2019

* If you have questions, or should you need any clarifying information, the contact person for this RFP is:

Aimee Rutledge
California Tahoe Conservancy
530-307-3380
aimee.rutledge@tahoe.ca.gov

Proposers shall submit all questions to aimee.rutledge@tahoe.ca.gov no later than December 4, 2018 at 3:00 p.m. Responses to the questions shall be posted no later than December 14, 2018 at 3:00 p.m. at <http://tahoe.ca.gov/conservancy-asset-land-at-833-emerald-bay-road-available-for-sale-development>

B. Proposal Format

Proposers shall include the following sections in their Proposals in the following order.

Qualifications and Experience:

The Proposer should identify the individuals and subcontractors proposed to fill tasks, and indicate their qualifications and experience. The Proposer should also describe the firm's qualifications that pertain to the work described in this RFP and the minimum qualifications for Proposers. Specifically, indicate relevant experience, specialty areas of expertise, how the firm would utilize personnel and carry out work tasks, and indicators of likelihood of successfully accomplishing proposed work and being able to effectively work with entities described herein based on past performance. Proposals shall provide information on projects completed or currently in progress by the team, or individual members of the team demonstrating experience with projects of similar scope and complexity.

Project Personnel:

Provide resumes of all personnel to be assigned to the project. Include experience with:

- A. Deed restricted affordable, moderate income or achievable housing as defined in the TRPA Code of Ordinances, Chapter 90 (changes adopted by the TRPA Board in October 2018), also consistent with the City's General Plan Housing Element.
- B. Mixed use, sustainable, bike, pedestrian, and transit-friendly development
- C. Economics of redevelopment and development rights in Lake Tahoe, and especially in the City of South Lake Tahoe, under the current TRPA Regional Plan and the Tahoe Valley Area Plan.

Resumes of all personnel who will exercise a major development, permitting, environmental review, planning, administrative, policy, legal or other consultant role must be included.

Proposal Content:

Proposers should identify and submit the following in the RFP:

- A. Property purchase price they are offering (at or above the appraised value of \$118,000)
- B. How Proposer will purchase the property and develop the proposed project (including provision of all required TRPA development rights and coverage and financial assurance that Proposer is capable of completing a project of this type, size and scope)
- C. How Proposer will complete all environmental review and permitting, in coordination with the City of South Lake Tahoe, TRPA, the Conservancy and any other responsible agencies.

- D. Proposer should submit a summary and timeframe for the entire project including a specific timeline and deadlines for completing at a minimum the specific project steps listed above in “5. PROPERTY PURCHASE AND PROJECT DEVELOPMENT—DELIVERABLES”.
- E. Proposer must submit a Project Description, including documents as follows.
NOTE: The Project Description submitted as part of the RFP is subject to further revision during the Exclusive Negotiation Period and selection of a Proposer does not indicate the Conservancy’s final approval of the Project Description submitted as part of the RFP.
1. Proposers shall prepare all drawings using a 30” x 42” sheet size, reduced to 11” x 17”, and folded to 8 1/2” x 11”. Drawings shall also be provided as electronic files, both in AutoCAD and Adobe PDF formats, on DVD-ROM or CD-ROM media.
 2. Site Plan (colored) @ 1” = 10 feet scale.
 3. Floor plans for each level @ 1/8” = 1’0” scale.
 4. Building Sections @ 1/8” = 1’0” scale.
 5. Building Elevations (colored preferred) @ 1/8” = 1’0” scale.
 6. Project description colored rendering showing look and feel of project.
- F. Proposers must submit a detailed description of their approach to achieving the highest feasible LEED certification under the most recent LEED rating system as published by the United States Green Building Council (USGBC) and the highest feasible level of compliance with California Executive Order B-12-18.
- G. Proposer must identify any other sustainable features consistent with the goals of the 2012 Regional Plan and the Tahoe Valley Area Plan, and other Tahoe Basin plans referenced in the Project Requirements.

And, answer the following questions:

- How will you meet the needs and objectives of this RFP in a creative and innovative way?
- How you will work with community partners to develop your project?
- How you will evaluate the overall effectiveness of your project according to the Project Requirements?
- How will your proposed project bring public benefit to the community?

7. SUBMISSION OF PROPOSAL

- a) Proposals should provide straightforward and concise descriptions of the Proposer's ability to satisfy the requirements of this RFP. The proposal must be

complete and accurate. Omissions, inaccuracies or misstatements may be cause for rejection of a proposal.

- b) All proposals must be submitted under sealed cover and sent to the California Tahoe Conservancy by dates and times shown in Key Action Dates, Section 6A, Page 6. Proposals received after this date and time will not be considered.
- c) The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. Two (2) additional proposal sets must be submitted with the original proposal set. All additional proposal sets may contain photocopies of the original package. The Project Description materials must be original in the same format in all three sets.
- d) The proposal envelopes must be plainly marked with the RFP number and title, your firm name and address, and must be marked with "DO NOT OPEN", as shown in the following example:

CALIFORNIA TAHOE CONSERVANCY
CTA 18-015
833 Emerald Bay Road, South Lake Tahoe, CA
(El Dorado County Assessor's Parcel Number 023-171-09)
Property Purchase and Development

DO NOT OPEN

If the proposal is made under a fictitious name or business title, the actual legal name of Proposer must be provided.

- e) Mail or deliver proposals to the following address:

California Tahoe Conservancy
1061 Third Street
South Lake Tahoe, CA 96150

- f) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive an immaterial deviation in a proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all requirements if awarded the agreement.
- g) Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the Proposer and shall not be charged to the State of California.

- h) A Proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Action Dates. Proposal modifications offered in any other manner, oral or written, will not be considered.
- i) A Proposer may withdraw their proposal by submitting a written withdrawal request to the State, signed by the Proposer or an authorized agent in accordance with h) above. A Proposer may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- j) The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- k) The awarding agency reserves the right to reject all proposals or to accept more than one proposal. The agency is not required to award an agreement.
- l) Proposer should carefully examine 833 Emerald Bay Road. Although there is property information attached, the Conservancy does not guarantee accuracy of any information and Proposers should do their own due diligence on all issues related to 833 Emerald Bay Road and their project proposal.
- m) The State's General Terms and Conditions are not negotiable. The State does not accept alternate contract language from Proposers. A proposal with such language will be considered a counter proposal and will be rejected.
- n) No oral understanding or agreement shall be binding on either party.

8. EVALUATION PROCESS

- a) At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.
- b) Interview Process--The State may choose to pre-qualify and short-list the number of Proposers based on qualifications. Prior to the Qualifications Interview, the State may contact each short-listed Proposer to obtain additional information. The State may further short-list Proposers based on the results of the Qualifications Interview. The interview will provide the Proposer the opportunity to elaborate on the written material previously submitted and to give the State the opportunity to meet their key personnel and ask questions regarding any aspect of the Proposer's proposal, background and other relevant topics. Each team should be prepared to respond to detailed questions about their qualifications.

c) Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the Proposer, may be rejected.

d) Award, if made, will be to the highest scored responsible proposal.

9. EVALUATION CRITERIA

The proposal will be evaluated based on the adequacy of the response to all the requirements of this RFP and must include all information specifically required in all sections of the RFP. Proposal format and minimum qualifications will be evaluated on a pass/fail basis. Proposals that meet the proposal format and minimum qualifications requirements will be judged on the criteria in Attachment 1-Evaluation Criteria Score Sheet (best value award).

The Project Description submittals will be judged on the design quality of the proposed project consistent with the Project Requirements, with special emphasis on:

1. Design excellence
2. Sustainability
3. Energy conservation
4. Quality of living environment
5. Long term economic benefit based on both active and passive energy systems,
6. Building, site & floor plan layout and efficiency for both the development and parking, level of completeness of design proposal, plans, documentation, schedules and renderings
7. Commitment to provide long-term or perpetual workforce housing, etc. . . Specifically, the Project Description should include the number, size, height, density and type of residential units,
8. Incorporation of deed restricted affordable, moderate income or achievable housing as defined in the TRPA Code of Ordinances, Chapter 90 (changes adopted by the TRPA Board in October 2018), also consistent with the City's General Plan Housing Element. intended commercial uses, public open space areas, access to transit or pedestrian or bicycle access through the site.
9. LEED certification, green roofs, permeable surfaces drought tolerant landscaping photovoltaic technology and/or other sustainable design features including the highest feasible level of compliance with California Executive Order B-12-18.
10. Implementation of the goals and recommendations of both the TRPA Regional Plan and the City of South Lake Tahoe's Tahoe Valley Area Plan, and all other plans in the Project Requirements.

Award and Protest

Notice of the proposed award shall be posted in a public place in the office of the California Tahoe Conservancy for five (5) working days prior to awarding the agreement.

If any proposer, prior to the award of agreement, files a protest with the California Tahoe Conservancy and the Department of General Services, Office of Legal Services, 707

Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605, on the grounds that the (protesting) proposer would have been awarded the contract had the agency correctly applied the evaluation standard in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. It is suggested that you submit any protest by certified or registered mail.

Within five (5) calendar days after filing the initial protest, the protesting proposer shall file with the Department of General Services, Office of Legal Services and the California Tahoe Conservancy a detailed statement specifying the grounds for the protest.

10. DISPOSITION OF PROPOSALS

Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

Proposal packages may be returned only at the Proposer's expense, unless such expense is waived by the awarding agency.

11. AGREEMENT EXECUTION AND PERFORMANCE

Performance shall start on the express date set by the Conservancy, after the Exclusive Negotiating Agreement is fully executed. Should the Proposer fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Proposer, reserves the right to terminate the agreement.

All performance under the agreement shall be completed on or before the termination date of the agreement and in this RFP.

ATTACHMENTS

- 1) Evaluation Criteria Score Sheet
- 2) Proposer References
- 3) Exclusive Negotiation Agreement (ENA) and Project Requirements
- 4) 833 Emerald Bay Road Appraisal
- 5) 833 Emerald Bay Road Title Report
- 6) Darfur Contracting Act Attachment

ATTACHMENT 1

CRITERIA FOR EVALUATION OF PROPOSALS

Proposal Evaluation	Maximum Possible Score	Score	Match
I. PROPOSER'S QUALIFICATIONS AND EXPERIENCE EVALUATION – 100 POINTS HOW ADEQUATE IS THE PROPOSER'S EXPERIENCE?			
1. Has the Proposer demonstrated knowledge and experience in developing related projects and public/private partnerships?	20 pts		
2. Has the Proposer demonstrated knowledge and experience in project outreach?	20 pts		
3. Does the Proposer have knowledge in promoting, building awareness, and educating the public on projects during environmental review?	20 pts		
4. Does the Proposer's past experience include performing work of a similar nature and scope and knowledge of the expertise being sought?	20 pts		
5. Is the Proposer's past experience appropriate to qualify the Proposer to perform these services, including the ability to obtain financing and post a performance bond to insure project completion?	20 pts		
SUBTOTAL – SECTION I	100 PTS		
NARRATIVE			
II. PROPOSAL CONTENT EVALUATION – 100 POINTS HOW ADEQUATE IS THE PROPOSAL TO MEETING REQUIREMENTS?			
1. Has the Proposer addressed all objectives and products specified in the RFP?	20 pts		
2. What is the level of creativity and effectiveness of the development plan in meeting the Project Requirements?	20 pts		
3. Does the proposal indicate that the prospective Proposer is able to handle and resolve unanticipated complications and delays without interrupting the delivery of services?	20 pts		
4. Does the proposal indicate that the prospective Proposer understands the Conservancy needs and objectives?	20 pts		

	5. Does the proposal indicate that the prospective Proposer has the time and resources to provide outlined services?	10 pts		
	6. Did the Proposer allocate sufficient and qualified staff, consultant resources?	10 pts		
	SUBTOTAL – SECTION II	100 PTS		
NARRATIVE				
	TOTAL POINTS POSSIBLE FOR PROPOSAL	200 PTS		
	FINAL SCORES	MAXIMUM POSSIBLE	PROPOSER'S SCORE	
		200 PTS		

Attachment 2

PROPOSER REFERENCES

Submission of this attachment is optional. Failure to complete and return this attachment with your proposal will not cause your proposal to be rejected and deemed nonresponsive.

List below three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract. If three references cannot be provided, please explain why on an attached sheet of paper.

REFERENCE 1		
Name of Firm		
Street Address		
City	State	Zip Code
Contact Person	Telephone Number	
Dates of Service	Value or Cost of Service	
Brief Description of Service Provided		
REFERENCE 2		
Name of Firm		
Street Address		
City	State	Zip Code
Contact Person	Telephone Number	
Dates of Service	Value or Cost of Service	
Brief Description of Service Provided		

REFERENCE 3		
Name of Firm		
Street Address		
City	State	Zip Code
Contact Person	Telephone Number	
Dates of Service	Value or Cost of Service	
Brief Description of Service Provided		
REFERENCE 4		
Name of Firm		
Street Address		
City	State	Zip Code
Contact Person	Telephone Number	
Dates of Service	Value or Cost of Service	
Brief Description of Service Provided		