



**REQUEST FOR PROPOSAL  
FOR:  
CEO REAL ESTATE OWNER'S REPRESENTATIVE  
TO THE COUNTY OF ORANGE  
FOR THE  
DANA POINT REVITALIZATION PROJECT**

**Pre-Proposal Meeting  
RFP No. 080-C014368 IM (2)**

# SECTION I: INSTRUCTIONS TO RESPONDENTS AND PROCEDURES FOR SUBMITTAL

## Proposed Time Schedule

<b>July 13, 2017</b>	Release of RFP solicitation
<b>July 26, 2017</b>	Mandatory Pre-Proposal Meeting
<b>July 28, 2017</b>	Written Questions from Respondents Due by 4:00 P.M. PT
<b>August 10, 2017</b>	RFP Submittal Closing Date and Time - 4:00 P.M. PT
<b>September 26, 2017</b>	RFP Respondent Interviews

# SECTION I: INSTRUCTIONS TO RESPONDENTS AND PROCEDURES FOR SUBMITTAL

## Conflict of Interest

Each Respondent shall exercise reasonable care and diligence to avoid submitting a Proposal that could result in a conflict of interest if Respondent were to be selected. This obligation shall apply to the Respondent, the Respondent's employees, agents, and relatives, sub-contractors, and third parties associated with accomplishing work and services in Proposal. In the event Respondent has done work for the County on this Project in the past or has reason to believe that a conflict of interest may exist for Respondent in regard to this Project, Respondent should consult with its legal counsel prior to responding to this RFP. Any Respondent who is found to have an actual conflict of interest may have its Proposal rejected on that ground.

# UPDATES TO SECTION I: INSTRUCTIONS TO RESPONDENTS AND PROCEDURES FOR SUBMITTAL

## Previous

- Non-mandatory pre-proposal meeting
- 6 proposal copies
- Drop-off Petty Cash, 8<sup>th</sup> floor



## Current

- Mandatory pre-proposal meeting
- 5 proposal copies
- Drop-off Badge Access, 6<sup>th</sup> floor

# UPDATES TO SECTION I: INSTRUCTIONS TO RESPONDENTS AND PROCEDURES FOR SUBMITTAL


## Previous

- Proposal – 800 points
- Presentation – 200 points

## Current

- Proposal – 700 points
- Presentation – 300 points
- Shortlist Language

# OVERVIEW OF SECTION II: RESPONSE REQUIREMENTS



- Cover Page
- Part 1- Certifications
  - a. Cover Letter/Executive Summary
  - b. Validity of Proposal
  - c. Certification of Understanding
  - d. Minimum Qualifications/  
Requirements Statement
  - e. Certificate of Insurance
  - f. Form W-9 Requirements
  - g. Conflict of Interest
  - h. Statement of Compliance
  - i. Litigation
  - j. Name/Ownership Changes

# CONTINUE OVERVIEW OF SECTION II: RESPONSE REQUIREMENTS



- Part 2 - Company Profile
- Part 3 - Respondent's Proposal
  - a. Qualifications and Related Experience
  - b. Proposed Staffing and Project Organization
  - c. Work Plan/Project Approach
  - d. Proposed Fee Structure (Without quoting a fee)
  - e. Additional Information (References)

# UPDATES TO QUALIFICATIONS, RELATED EXPERIENCE, AND REFERENCES OF RESPONDENT

Previous



Current

- 3 Reference Letters

- No Reference Letters
- Minimum of 5 references





# Model Contract

- 6.9 Child Support Enforcement Requirements



# QUESTIONS?

