

NOTICE OF INTENDED AWARD

Consulting Services Request for Qualifications: Master Agreements for Community Engagement and Facilitation Consultants

OED-RFP-2022-04-01

The City of San José received 23 proposals in response to the Request for Proposals (RFP) solicitation issued on April 12, 2022. Proposals were accepted for one or more of the following technical areas:

1. Community advisory committee assistance
2. Public outreach and community engagement
3. Meeting facilitation
4. Communications
5. Event planning
6. Community needs assessment
7. Evaluation

Of the 23 proposals received, staff determined that four (4) did not meet the submittal requirements and/or minimum qualifications specified in Sections 3, 4, 9, and 10 of the RFP. An evaluation panel scored each of the 19 qualifying proposals against the criteria and weightings specified in Section 4 of the RFP, which states that successful consultants will score above 60 on the criteria.

Evaluation results are summarized below:

Applicant	Combined Score
Actionable Insights LLC	81
Acterra: Action for a Healthy Planet	57
American Leadership Forum Silicon Valley	56
Architects FORA, Inc.	50
Baird + Driskell Community Planning	60
Catherine Avila-Linn	Did not meet all submittal requirements
Circlepoint	50
CivicMakers	59
Civis Analytics	43
CultureWonk	69
EMC Research	65
Global Urban Strategies, Inc.	Did not meet all submittal requirements
Joint Venture Silicon Valley	Did not meet all submittal requirements
Katz & Associates, Inc.	69
Local Color	Did not meet all submittal requirements

Applicant	Combined Score
PLAN to PLACE	54
PlaceWorks	60
Raimi + Associates	70
Resource Development Associates	74
S. Groner Associates	55
Social Good Fund (Catalyze SV)	51
Traffic Patterns, LLC	Did not meet all submittal requirements
Winter Consulting	60

Based on these results, staff recommends the award of contract (Master Agreement) to the following applicants:

Applicant	Recommended Contract Amount
Actionable Insights, LLC	\$200,000
Baird + Driskell Community Planning	\$500,000
CultureWonk	\$350,000
EMC Research	\$100,000
Katz & Associates / InterEthnica Joint Venture	\$500,000
PlaceWorks	\$500,000
Raimi + Associates	\$500,000
Resource Development Associates	\$350,000
Winter Consulting LLC	\$500,000

This recommendation will be considered for final approval by the San José City Council. The item is currently scheduled for consideration on the June 28, 2022 agenda (subject to change).

Final award is subject to successful negotiation and execution of an agreement that substantially conforms to the City's standard terms and conditions. In the event the City cannot successfully conclude negotiations within a reasonable period with the above listed company(ies), the City reserves the right to terminate negotiations with those company(ies) and commence negotiations with other applicants.

Pursuant to Section 17 of the RFP, unsuccessful proposers may submit a protest, detailing the grounds, factual basis, and all supporting information for the protest, within ten (10) calendar days after the release date of this notice.

We appreciate your interest in doing business with the City of San José.