



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
 611 I Street, Suite B
 Eureka, CA 95501
 (707) 444-8208
 www.hcaog.net

Request for Proposals for the
Rohnerville Airport Connectivity Study
 (2017)

RFP released: September 11, 2017
Proposals due: October 10, 2017

Invitation: The Humboldt County Association of Governments (HCAOG) is inviting interested parties to submit proposals for providing services to complete the Rohnerville Airport Connectivity Study. HCAOG would like to retain the professional services of a qualified firm, or combination of firms, to assist in conducting a planning study with recommended alternatives that include the development of route alternatives, and alternative selection and prioritization to connect airfreight services, general aviation, and the development of complementary commercial and industrial uses at the Rohnerville Airport.

HCAOG is seeking those with expertise in transportation planning; and other applicable consulting services related to transportation planning.

Contact Person: Debbie Egger, Fiscal Administrative Officer
 Humboldt County Association of Governments (HCAOG)
 611 "I" Street, Suite B, Eureka, CA 95501
 debbie.egger@hcaog.net
 (707) 444-8208

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Attachment 1: Sample HCAOG Consultant Services Contract
 Attachment 2: Protest Procedures and Dispute Resolution Process

RFP and Sample Contract are available at www.hcaog.net/announcements
 (Hard copy available upon request.)

Rohnerville Airport Connectivity Study

I. BACKGROUND

Humboldt County Association of Governments

The Humboldt County Association of Governments (HCAOG) is the designated Regional Transportation Planning Agency (RTPA), which has duties under federal and state law. As the RTPA, HCAOG is responsible for developing regional transportation plans and programs in a cooperative, continuous, and comprehensive planning process. This process is carried out with federal, state, regional, local and tribal agencies, and the public.

The HCAOG Board of Directors is comprised of eight members: the Chairman of the Board of Supervisors and the Mayors of Humboldt's seven cities (Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad), or an alternate designate from that governing body. HCAOG has several committees that advise and coordinate with staff as they carry out HCAOG's overall work program. The four regular committees are the Policy Advisory Committee, Service Coordination Committee, Social Service Transportation Advisory Council, and Technical Advisory Committee.

Lack of direct access to the Rohnerville Airport is one of the main limiting factors limiting the expansion of airfreight services, general aviation, and the development of complementary commercial and industrial uses. Aviation is part of the region's multimodal transportation system and links to interregional, interstate, and international aviation systems, as well as to freight rail, seaport, and surface (highway) transport.

II. PROJECT SUMMARY

Purpose Statement: Conduct a Connectivity Study with recommended alternatives to connect the Rohnerville Airport to State Highway 36.

III. SCOPE OF WORK/SERVICES

HCAOG considers the tasks listed below to be the minimum requirements for conducting the Rohnerville Airport Connectivity Study. Consultants are expected to provide a detailed scope of work that covers the items outlined below, along with any additional items that the Consultant deems necessary to provide full service to the City in delivering the described project. The Study should be completed by November 2018.

Monthly progress reports, which may include draft chapters of the final report, will be required as deliverables for this project. Proposals should detail any assistance the respondent will require from HCAOG staff and/or committee members.

Task 1. Coordination with Project Partners

The City of Fortuna, County of Humboldt, Caltrans, HCAOG, and Consultant will organize and facilitate a kick-off meeting.

Task 1 Product:

1.1 Meeting record.

Task 2. Research and Assess Existing Conditions

The Consultant will assess existing conditions through compilation and review of existing data, studies and plans for US Route 36/101 as well as sight visits and field measurements.

The review of existing information and studies/plans include the following: City of Fortuna General Plan, the Humboldt County General Plan, Airport Master Plan, and the HCAOG Regional Transportation Plan.

Examples of data that may be reviewed include, but are not limited to: existing roadway geometry, existing traffic volumes, traffic safety data, classification data, non-motorized counts, hydrological data, floodplains, wetlands, parcels, utilities, topography, pavement condition, right-of-way and other survey data.

2.1 Identify Existing Right of Way Ownerships and Responsibility

The Consultant will review available right-of-way information, and review physical features on the ground such as fences, driveways, signs and other features to verify approximate rights-of-way for the project. A brief summary will be compiled with copies of the various right-of-way maps which are referenced on the base maps for inclusion in the study report.

The Product of this task is intended to be a preliminary right-of-way map. It is not intended to establish existing rights-of-way to a standard adequate to begin the acquisition process nor is intended to be a topographic survey.

2.2 Assess Roadway and Traffic Conditions

The consultant will compile existing traffic data and identify gaps where further study is needed to accurately evaluate operations and warrants for traffic control measures in the project area. Additionally accident data will be compiled from TIMS and the SWITRS database for the relevant project area. The data and assessment will be summarized in a memorandum for inclusion in the draft and final report.

2.3 Existing Facilities Review

The consultant will conduct an on-the-ground assessment of conditions within the project area to document current conditions and begin to formulate options. Field data that may be collected includes, but is not limited to: the existing constructed features within the project study area, verification of typical roadway sections, overhead utilities, visually apparent underground utilities and drainage structures.

The task includes researching available as-built construction plans for structures and roadways and existing mapping from City, County and State sources. Interviews will be conducted with Fortuna and Caltrans maintenance superintendents to identify any potential flooding or drainage issues.

2.4 Identify Environmental Constraints

The consultant will compile existing environmental data and create an environmental base map of the project study area. The base map will include a list of geologic hazards special status species and typical sensitive habitats in the study area, as well as where wetland types likely to occur in the area. During this field visit, a reconnaissance-level site investigation of existing conditions will be conducted and photographic inventory compiled. The types of information that will be collected during the field visit may include factors that are likely to trigger environmental permits, likelihood of special status plant species, likelihood of wetland presence, and other possible environmental constraints. This task will include a preliminary geotechnical review base on existing (available) geologic mapping, visible field reconnaissance or other available information.

Review existing conditions by reviewing documents, identify Right of Way, assessing roadway, traffic conditions existing facilities and identifying environmental constraints-County of Humboldt and HCAOG staff review of deliverables.

Task 2 Products:

- 2.1 Ownership Overview Map (GIS Format)
- 2.2 Roadway and Traffic Assessment Memorandum
- 2.3 Existing Facilities Map (GIS Format)
- 2.4 Environmental Constraints Map (GIS Format) and preliminary geotechnical review
- 2.5 Preliminary Geotechnical Evaluation

Task 3. Identify Existing Deficiencies and Review of Safety and Design Standards

3.1 Review of Safety and Design Standards

The consultant will review existing Caltrans, Humboldt County, and applicable State and Federal safety and design standards to determine if existing infrastructure meets Caltrans design guidelines. The findings will be documented in a memorandum outlining how the existing infrastructure meets or does not meet design or planning guidelines using photos, field measurements, figures or other means.

Task 3 Products:

- 3.1 Existing Deficiencies Design Memorandum or section of final report.

Task 4. Opportunities and Constraints Analysis

The Team will develop and present alternative route alternatives that will accomplish the overarching goal of providing a more direct route from Highway 36 to the airport. An opportunities and constraints analysis will be conducted for each of the route concepts to aid in the decision-making for implementation. The opportunities and constraints route alternative analysis will consider the suitability of the route alternatives using data collected.

4.1 Overall Opportunities and Constraints Map and Summary

The consultant will compile the above data gathered into an overall opportunities and constraints map and summary comprised of the following:

- Typical right-of-way width
- Potential conflicts with design guidelines
- Quality of potential routes
- Potential environmental challenges
- Potential topographic/geologic challenges
- Likelihood of special status or sensitive plant/wildlife species likely to occur in the project footprint
- Likelihood of wetlands in the project footprint
- Likelihood of environmentally-sensitive habitat areas (ESHA) in the project footprint
- Likely permitting requirements
- Potential boundary conflicts (e.g. infringements on Private Property)
- Potential conflicts with local zoning and land use designations
- Potential safety challenges
- Other potential features that would likely influence the cost of projects in the segment

A narrative describing existing conditions and constraints/challenges will be developed for inclusion in the Study Report. It is intended to be adequate for use to identify any significant constraint to the conceptual development of the project.

Task 4 Products:

- 4.1 Opportunities and Constraints Memorandum and Opportunities and Constraints Maps (GIS Format)

Task 5. Recommended Improvement Alternatives

5.1 Develop Conceptual Route Alternatives

Consultant will prepare up to three alternatives for a direct route from Highway 36 to the Rohnerville Airport to remove airport traffic from residential streets, improve access for airport and surrounding existing and future commercial public uses. The recommended route alternatives will include a determination of their feasibility and provide sufficient engineering/project detail to enable the initiation of a project scoping document in the event that public agency funding, grants or other non-traditional funding sources become available.

The deliverables to be provided under this task will include detailed route alternatives and mapping.

Improvements shown on the plans would likely include route alternatives, and typical cross sections improvements. Areas where right-of-way may be required will be shown on the plan sheets and areas provided to include in the draft report.

5.2 Planning Level Cost Estimates

The consultant will provide a preliminary budget level cost estimate including project development support, right-of-way, permitting, environmental mitigation and construction cost estimates for each recommended project alternatives.

Task 5 Products:

- 5.1 Conceptual Design Plans for Recommended Alternatives (GIS Format)
- 5.2 ROW needs for alternatives, preliminary appraisals
- 5.3 Planning Level Cost Estimates

Task 6. Public Presentations

6.1 Presentation of Route Alternatives to Technical Advisory Committee (TAC)

The Consultant will conduct one presentation to present the findings of the study to the HCAOG TAC during a public TAC meeting.

Task 6 Products:

- 6.1 Community Meetings Agenda, Presentation Materials and Meeting Minutes

Task 7. Prepare Draft and Final Report

The concepts developed by the consultant will be presented in the study report in an easily understood report, with cost estimates to facilitate future budgeting and other steps toward implementation. A list of potential permits that may be required for project implementation will also be developed for inclusion in the report. The consultant with the input of HCAOG, County of Humboldt, and City of Fortuna will identify implementation steps.

7.1 Prepare Draft Report

Using the data collected and with public input received, the consultant will prepare a draft study report. The report will identify a feasible facility type and propose up to three route alternatives. The report will be provided to HCAOG as a draft final for review and comment. Applicable comments will be addressed or incorporated into the final study report.

7.2 Prepare Final Report

The consultant will prepare a final study report. Comments generated during review will be addressed or incorporated into the final study report.

Task 7 Products:

- 7.1 Draft Report
- 7.2 Final Report

IV. PROJECT TIMETABLE

Hiring Consultant

- Monday, September 11, 2017Request for Proposals (RFP) released.
- Tuesday, October 10, 2017Closing date for receipt of proposals.**
- Friday, November 17, 2017Authorization to award contract.

Carrying Out Project

- Wednesday, December 6, 2017.....Kick off meeting.
- Friday, September 7, 2018Draft report.
- Friday, October 19, 2018Final report.
- Thursday, November 1, 2018.....Present to the HCAOG TAC.
- Thursday, November 15, 2018.....Present to the HCAOG Board.

Closing Date

Complete proposals must be received no later than 5:00 p.m. on Tuesday, October 10, 2017. Proposals must be *received by*, not postmarked by, the closing date and time. Qualifications may be submitted in person or by postal service. Respondents use mail or courier service at their own risk. HCAOG will not be liable or responsible for any proposals delivered late. (See address below, under “Cover Letter.”)

All proposals received *prior to* the closing date and time specified above may be withdrawn or modified by respondent’s written request. Any modification, to be considered, must be received in writing, and in the same number of copies as the original proposal, prior to the closing date for receipt of proposals.

Late Responses

Proposals received after the closing time will not be accepted and will be returned to applicants unopened. Any modifications received late shall not be considered, and any withdrawn proposals shall not be considered.

V. PROPOSAL CONTENT AND ORGANIZATION

Consultants are expected to provide a detailed scope of work that covers the items outlined below, along with any additional items that the Consultant deems necessary to provide full service to the City in delivering the described project. Proposals specifically discuss the elements outlined in this RFP and should follow the general outline below. To be considered to perform the services requested by this RFP, a respondent must meet the following criteria and submit all the following information. Submittals failing to meet any of these criteria shall be considered to be non-responsive and will not be evaluated further.

A) Cover Letter

The proposal shall be transmitted with a cover letter that describes the respondent’s interest and commitment to the proposed project. The cover letter should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized to negotiate a contract with HCAOG shall sign the cover letter. Only one cover letter need be prepared to accompany all copies of the technical and cost proposals.

Address the cover letter and complete proposal to:

RE: Rohnerville Airport Connectivity Study
Attn: Debbie Egger, Fiscal Administrative Officer
HCAOG
611 “T” Street, Suite B, Eureka, CA 95501

B) Proposal

Each responsive proposal shall have a technical proposal (items 1-5) and one sealed cost proposal (item 6).

1) **Table of Contents**

List the major sections in the proposal and the associated page numbers.

2) **Understanding of Project**

This section shall clearly convey how the respondent understands the nature of the work, and issues related to HCAOG's RFP project.

3) **Consultant Qualifications and Experience**

Discuss overall qualifications of the firm and/or project team (key staff and subcontractors, as applicable).

(a) Firm

Briefly describe the respondent's firm (the lead firm if you are proposing a multi-firm project team), including the year the firm was established, type of organization (partnership, corporation, etc.), and any variation in size over the last five years.

State the firm's qualifications for performing the consulting services requested in this RFP. Briefly describe the firm's experience with similar organizations. Briefly describe the firm's recent experience in any projects related to alternatives analysis for new roads.

(b) Key Personnel

Describe the qualifications and experience of each professional who will participate in the project. Include a résumé for each key staff member of the project team. Designate a project manager. Include an organizational chart showing the project manager and all staff proposed to provide services for this project.

(c) References

Provide a list of at least three references. Include references from clients of similar type agencies (governmental) and projects, as applicable. References must include client name, address, phone number, and e-mail address. For each reference, describe the nature of the work you performed, approximate dates your firm performed the work, and your firm's professional staff who performed the work.

Provide qualifications and at least two references for each subcontractor, if proposed.

4) **Approach**

Describe your firm or team's proposed approach and management plan for providing the scope of work. Discuss your views on the challenges that may arise from planning, mapping, and developing the Airport Connectivity Study, and your intended approach and your capacity to solve such problems. Describe the practices you use to complete tasks and deliverables on time, and how you would assure that the quality of the contracted products will meet HCAOG's requirements.

5) **Work Plan & Schedule**

The current schedule reflects project duration of 11 months starting December 2017. The project is expected to commence no later than December 6, 2017, and final products submitted and approved by the HCAOG Board on November 15, 2018. In the proposal the respondent will need to discuss the respondent's view of the project schedule, and the team members' workload and availability from December 2017 to November 2018.

Provide a detailed schedule giving the timeframe for each major task and milestone to be undertaken. Identify a schedule for all internal meetings, public meetings, progress reports, and deliverables.

Give estimated staff and hours to accomplish each task and deliverable. Indicate the anticipated total effort, expressed in percentages of person-hours by each member of the supporting staff, including subcontracted staff.

6) **Cost Proposal**

The cost proposal for the proposed scope of work shall be detailed by cost per activity and shall describe:

- (a) both the hourly rate for principal(s) and other personnel to be assigned to this contract;
- (b) a summary of any related costs that are to be billed directly, including costs for attending additional meetings; and
- (c) a total "not-to-exceed" bid cost for attendance at additional meetings should also be shown. Work to be completed by subcontractors should be clearly identified in both the proposal and cost proposal.

The cost proposal must be submitted in a separate, sealed envelope, clearly marked "Cost Proposal for the Rohnerville Airport Connectivity Study."

C) Conflict of Interest

Firms submitting proposals in response to this RFP must disclose to HCAOG any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under the Agreement to be awarded pursuant to this RFP. If the firm has no conflict of interest, a statement to that effect shall be included in the proposal.

VI. OTHER PROPOSAL REQUIREMENTS

A) Insurance

The selected firm(s) or project team must be prepared to comply with HCAOG's standard contract terms and insurance requirements, and must be prepared to show proof of insurance and indemnification required.

HCAOG's standard requirements for insurance coverage include:

- One million dollars (\$1,000,000) General Liability Insurance
- One million dollars (\$1,000,000) Automobile Insurance
- Twenty-five thousand dollars (\$25,000) for Document
- Five-hundred thousand dollars (\$500,000) for Errors and Omissions

B) Format for Zero Waste

Proposals must be double-sided and unbound. Excluding the cover page, no more than one page shall be printed in color. The cover page may be printed at the discretion of the respondent.

C) Number of Copies of Proposal

Provide five (5) unbound, double-sided copies of the proposal (items 1-5), submitted in response to this RFP.

All proposals shall be accompanied by a total of ONE (1) sealed cost proposal (item 6), in a separate envelope marked “Cost Proposal.”

D) Public Record

Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful respondent, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof. All proposals, whether selected or rejected, shall become the property of the Humboldt County Association of Governments.

VII. PROPOSAL EVALUATION AND SELECTION

Each proposal will be reviewed to determine if it meets the minimum proposal requirements stipulated in the Request for Proposals (sections V and VI). Failure to meet the requirements of the RFP will be cause for HCAOG to reject the proposal. HCAOG may reject any proposal if it is conditional, incomplete, or contains irregularities. HCAOG may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the respondent from full compliance with the contract requirements if the respondent is awarded the contract.

Respondents may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews. A selection committee will review all proposals and will make recommendations to the HCAOG Executive Director on the basis of the proposal, oral interview (if applicable), and references check. HCAOG reserves the right to select a consultant based solely on written proposals and not convene oral interviews.

Proposals that meet the minimum qualifications will be evaluated and scored according to the criteria designed to help judge the quality of the proposal. Evaluation criteria will include such considerations as described below.

Criteria (weight for each criterion is in parentheses)	Weight
Consultant’s Understanding of the Request <ul style="list-style-type: none"> • Demonstrated knowledge of the required work (15) • Approach to accomplishing scope of services by task (20) • Response to the specific requirements of the RFP (8) • Clarity and presentation of the proposal (7) 	50
Consultant’s Qualifications <ul style="list-style-type: none"> • Inclusion of resumes of all members of project team assigned to work on the project including subcontractors (5) • Qualifications of project team, including subcontractors (10) • Firm’s overall experience with similar projects (10) • Consultant’s and subcontractor’s references (5) 	30
Project Management <ul style="list-style-type: none"> • Work plan and schedule by task (10) • Procedures to ensure close contact between the consultant, HCAOG City of Fortuna, and County of Humboldt (10) 	20
Total Points	100

HCAOG will negotiate a contract with the firm that is evaluated the best suited to accomplish the project tasks. If a contract cannot be negotiated with the firm submitting the highest ranked proposal, then staff shall commence the negotiation process with the firm submitting the second-highest ranked proposal.

VIII. GENERAL CONDITIONS

A) Limitations

This Request for Proposal (RFP) does not commit HCAOG to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies. HCAOG expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any respondent and of the suitability of the materials and/or services to be rendered. HCAOG reserves the right to withdraw this RFP at any time without prior notice. Further, HCAOG reserves the right to modify the RFP schedule.

Award

HCAOG may require RFP finalists to present oral presentations regarding their firms and any special expertise in the necessary areas. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. HCAOG also reserves the right to award the contract without discussion, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a cost and a technical viewpoint.

RFP Addendum

Any changes to the RFP requirements will be made by written addendum by HCAOG and shall be considered part of the RFP. Upon issuance, an addendum shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of HCAOG shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

Pre-contractual Expense

Pre-contractual expenses are those expenses that respondents and selected consultant(s) incurred in relation to:

1. Preparing proposals in response to this RFP;
2. Submitting proposals to HCAOG;
3. Negotiating with HCAOG on any matter related to proposals; and
4. Other expenses incurred by a contractor or respondent prior to the date of award of any agreement.

HCAOG shall not be liable for any pre-contractual expenses incurred by any respondent or selected contractor. Respondents shall not include any such expenses as part of the price proposed in response to this RFP. HCAOG shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

Signature

The proposal must include: name, title, address and telephone number of individual with authority to bind the company and also who may be contacted during the period of proposal evaluation. The proposal must be signed by an official authorized to bind the consultant and shall contain a statement to the effect that the proposal is a firm offer for at least a sixty-(60) day period. This signature should be included in the cover letter to the proposal.

Contract

The successful consultant will be required to enter into a standard contract with HCAOG that specifies the scope of service, completion schedule, and a mutually agreed upon schedule of payment. The consultant will be required to prepare a scope of work (See Section III) to be inserted into the contract as an Exhibit A.

A sample copy of the HCAOG's standard agreement can be viewed at www.hcaog.net (HCAOG will send a print copy upon request). Consultants are responsible for reviewing the terms of the contract.

Upon notification of award the consultant will be sent two copies of the contract for signature. Both copies are to be returned to HCAOG within five (5) business days. Once the contract is fully executed, one original will be forwarded to the Consultant.

Contract Term

The period of the contract will be from December 2017 to November 2018. Please refer to Section IV, Project Timetable, for specific deadline dates.

Conflict of Interest

By submitting a proposal in response to this RFP, the prospective contractor warrants:

- (1) That he/she/they presently have no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this agreement;
- (2) That no appointed or elected official, member or other officer or employee of HCAOG is interested directly or indirectly, in any manner whatsoever, in the performance of the agreement or in the supplies, work, or business to which it relates or in any portion of the profits thereof; or
- (3) That no appointed or elected official, member or other officer or employee of HCAOG has been or will be offered or given any tangible consideration in connection with this proposal and/or agreement.

Prospective contractor covenants that neither prospective contractor nor, to the best of the prospective contractor's knowledge after diligent inquiry, any director, officer, owner or employee of the prospective contractor has any interest nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the faithful performance of the agreement hereunder.

In the event that the prospective contractor has no prior knowledge of a conflict of interest as set forth above and hereafter acquires information that indicates there may be an actual or apparent violation of any of the above, the prospective contractor shall promptly bring such information to the attention of the HCAOG Executive Director. The prospective contractor shall thereafter cooperate with HCAOG review and investigation of such information, and comply with any instruction it receives from HCAOG in regards to remedying the situation.

Lobbying

With the exception of contacting HCAOG to ask questions regarding this RFP, any party submitting a proposal shall not contact or lobby any appointed or elected official, member, or other officer or employee of HCAOG. Any party attempting to influence any part of the proposal, submittal, or review process through ex parte contact of any HCAOG officials may have their proposal rejected.

Payment Schedule

The contracted consultant will be paid based on work actually performed during the preceding month. The consultant should forward a copy of all invoices for payment for work performed, and associated expenses, by the 10th day of the following month. Invoices shall be mailed to the attention of the Executive Director. Invoices shall include the following information:

1. Date work was performed.
2. Personnel performing the work (all staff billed for must be identified in proposal or must have been approved by HCAOG).
3. Number of hours worked.
4. Hourly rate (must correspond to cost proposal).
5. Brief description of work completed.
6. Related task/scope of work.

The contracted consultant may bill no more than once monthly after submittal of completed deliverable(s).

IX. PROTEST PROCEDURES AND DISPUTE RESOLUTION PROCESS

HCAOG's "Protest Procedures and Dispute Resolution Process" shall be utilized to resolve any protests or disputes to this procurement process (See Attachment 2 - Protest Procedures and Dispute Resolution Process.)