

## **SELECTION COMMITTEE REPORT**

**Request for Qualifications #12600127**

**For**

**FRESNO AREA EXPRESS  
BUS STOP ADA UPGRADE DESIGN  
PHASES E-H**

**September 2025**

Prepared by:

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2223 G Street  
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## Selection Committee Sign-Off

The following Selection Committee voting members have read the enclosed report and concur with the findings as written:

  
Jeff Long  
FAX Planning  
Department of Transportation  
Sarah Lambeth  
Senior Management Analyst  
Capital Projects  
Joseph Burgen  
Division Manager  
Department of Transportation

## I. EXECUTIVE SUMMARY

The Department of Transportation, FAX Division, seeks to award a contract to deliver full design services for eighty (80) Fresno Area Express Standard Bus Stops located throughout the City of Fresno, per City of Fresno Standard drawings. These design drawings will lead to construction to remediate Americans with Disability Act (ADA) deficiencies found at the stops per the FAX ADA Transition Plan approved by Council on September 2, 2021. The remediation work will also serve to provide safer bus stops and an improved customer experience at each of the project stops.

FAX released a Request for Qualifications (RFQ) on August 15, 2025, seeking qualified firms to submit qualifications. FAX utilized the following criteria to assess proposals:

- Qualifications and Experience [35%]
- Consultant's Approach [30%]
- Project Management [20%]
- References [15%]

On August 29, 2025, FAX received one (1) proposal which was reviewed and deliberated by the Selection Committee. The results of the Selection Committee's evaluation are as follows:

| Overall Scoring                |
|--------------------------------|
| <b>Provost &amp; Pritchard</b> |
| <b>97.8</b>                    |

As Provost & Pritchard received an overall score of 97.8, the Selection Committee recommends Provost & Pritchard for award of RFQ 12600127, *Fresno Area Express Bus Stop ADA Upgrade Design Phases E-H*.

## II. COMMITTEE MEMBERS & FACILITATORS

SHARLEE FLORES     *Committee Chair (Non-Voting)*

STEFANEE RAMIREZ     *Advisor (Non-Voting)*

SANDY CETTI     *Project Manager Advisor (Non-Voting)*

JEFF LONG     *Committee Member (Voting)*

SARAH LAMBETH     *Committee Member (Voting)*

JOSEPH BURGEN     *Committee Member (Voting)*

### III. SIGNIFICANT EVENTS

August 15, 2025 – Solicitation Posted  
August 29, 2025 – Proposals Due  
September 4, 2025 – Committee Meeting  
September 11, 2025 – Committee Meeting/Finalized Ranking &  
September 12, 2025 – Requested Cost Proposal  
October 30, 2025 – Award Recommendation Sent to City Council

### IV. EVALUATION CRITERIA

The Selection Committee evaluated the proposal based on four (4) categories:

***Qualifications and Experience: [35%]*** This category examined the qualifications and experience of the firm, its staff, and the specific individuals that will be assigned to the project. Some things that were considered during the evaluation of this firm:

- The firm's experience in performing similar task/projects?
- The firm's background and experience of the staff?
- How long the firm has been in existence?

***Consultant's Approach and Understanding of the Project: [30%]*** This category evaluated the Consultant's approach to the project. Some things that were considered:

- Consultant's Methodology
- Timeframes—beginning, duration and milestones of the project
- Does the Consultant have sufficient resources to complete tasks required by the project schedule?

***Project Management: [20%]*** This category evaluated the proposer's ability to provide effective project management to the project. This category included an analysis that considers the project manager's geographical proximity to the project for the purposes of providing on-site assistance during construction support.

***References [15%]*** This category evaluated the Consultant based on the information obtained from the references the Consultant listed in their response.

## QUALIFICATIONS AND EXPERIENCE

| Committee Notes     |                                                                                                                                                                                                                                                                                                                                        |               |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Proposer            | Comments                                                                                                                                                                                                                                                                                                                               | Overall Score |
| Provost & Pritchard | The proposed key staff are the same individuals that have experience on FAX Bus Stop ADA Upgrades Phases A-D. The Principal Engineer is CASp certified, which is important to understanding the ADA requirements for these bus stops as well as the experience of other staff that worked on the previous phases of bus stop upgrades. | 39.1          |

## CONSULTANT'S APPROACH

| Committee Notes     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Proposer            | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Overall Score |
| Provost & Pritchard | The firm provided a well-organized and detailed proposal addressing the previous A& E work on Phases A-D of the bus stop ADA upgrades for FAX. The firm's approach and understanding of following the FAX -1 standard and addressing sites where easements are required is integral to this project as many bus stop sites in Fresno were not constructed to the current City of Fresno standard. There are many locations that will require ROW adjustments or easements, and this firm is well versed in approaching these sites on an as-needed basis. | 29.5          |

## PROJECT MANAGEMENT

| Committee Notes     |                                                                                                                                                                                                                                                                                                                                |               |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Proposer            | Comments                                                                                                                                                                                                                                                                                                                       | Overall Score |
| Provost & Pritchard | The firm is located in Clovis, which is close proximity to the area of bus stops to be upgraded. This is an integral need for the project as there are times that site visits are required to understand the explicit needs of specific sites as well as the ability to contact the key personnel with questions and requests. | 19.7          |

## REFERENCES

| Committee Notes     |                                                                                                                                                                     |               |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Proposer            | Comments                                                                                                                                                            | Overall Score |
| Provost & Pritchard | The firm's references, albeit all City of Fresno personnel, provided positive feedback that was relevant to this project and other projects for the City of Fresno. | 9.5           |

## V. NEGOTIATIONS

FAX is required to review the firm's audited rates in compliance with FAR Part 31. That audit must have been within the last 18 months and conducted by the Federal Government, a State Department of Transportation, a Certified Public Accountant, or independent Auditor.

## VI. RECOMMENDATION

After independent evaluation of the single proposal and group deliberation, the Selection Committee determined that Provost & Pritchard Consulting Group meets the interest of the City and the objectives of the project. The committee recommends awarding the professional services contract to Provost & Pritchard Consulting Group.