**Attachment III**

**Evaluation Criteria Forms**

**Team Experience and Qualifications**

*Team Roles and Responsibilities*

*When filling out the form below, use only the space provided in this form, unless otherwise indicated. If all fields are not completed, the Respondent is at risk for being rejected due to non-responsiveness. It is not acceptable to indicate “see attached” on this form.*

Using the table, describe the role of the Respondent and the proposed Subconsultants for this Project.



|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Respondent’s and Proposed Sub-consultants Role on this Project**  ***(e.g., tunneling/jacking/boring, open cut pipeline design, pump design, hydraulic modeling, corrosion engineering, utility coordination, permitting, archaeological/ environmental/historical investigations, electrical engineering, I&C engineering, structural engineering, mechanical engineering, site/civil engineering, geotechnical engineering, survey, SUE, real estate, cost estimating, etc.)*** | **Respondent** | **Sub 1:** | **Sub 2:** | **Sub 3:** | **Sub 4:** | **Sub 5:** | **Sub 6:** | **Sub 7:** | **Sub 8:** |
|  |  |  |  |  |  |  |  |  |  |
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**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

**Team Experience and Qualifications**

*Team Commitment and Availability*

*When filling out the form below, use only the space provided in this form, unless otherwise indicated. If all fields are not completed, the Respondent is at risk for being rejected due to non-responsiveness. It is not acceptable to indicate “see attached” on this form.*

Using the table, provide availability, percent of time committed to the Project for the duration of the Project, of Respondent’s Key Personnel, as well as Key Personnel from Key Sub-consultants.

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Key Personnel (Name and Employer)** | **Geographic Location** | **% Time Committed** | **Years of Experience in Key Role** |
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**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

*When filling out the forms below, use only the space provided in this form, unless otherwise indicated. If all fields are not completed, the Respondent is at risk for being rejected due to non-responsiveness. It is not acceptable to indicate “see attached” on this form.*

Provide detailed information for the five (5) completed relevant projects in the last ten (10) years in which Respondent has performed services similar to those sought in this RFQ. A minimum of three (3) of the five (5) projects shall be/have been performed by the Respondent. A minimum of two (2) projects shall be/have been performed by Key Subconsultant (or by Respondent if no Key Subconsultant is proposed). Key Personnel shall have participated in at least three (3) of the five (5) projects. Technical Leads shall have participated in at least two (2) of the five (5) projects submitted. Other Key Personnel, excluding the PM, shall have participated in at least one (1) of the five (5) projects.

|  |  |
| --- | --- |
| **Project #1 Name:** |  |
| Utility Owner (Name, City, and State): |  |
| Utility Representative Name, Title, and **Current** Contact Information (Phone and Email): | John Doe  Engineering Manager  (XXX) XXX-XXXX  John.Doe@XXXXX.org |
| Design Contract NTP: |  |
| Design Duration in Months (from Contract Award to Award of Construction Contract): |  |
| Construction Contract NTP |  |
| Construction Duration in Months (from NTP to Final Completion): |  |
| Construction Contract Value: |  |
| Detailed Project Description: |  |
| Provide an explanation for how this project is similar to the Project within this RFQ |  |
| Key Personnel (to include Personnel Titles and Specific Project Tasks). |  |
| Total Number of Change Orders and Number of Owner-requested Change Orders: |  |

**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

|  |  |
| --- | --- |
| **Project #2 Name:** |  |
| Utility Owner (Name, City, and State): |  |
| Utility Representative Name, Title, and **Current** Contact Information (Phone and Email): | John Doe  Engineering Manager  (XXX) XXX-XXXX  John.Doe@XXXXX.org |
| Design Contract NTP: |  |
| Design Duration in Months (from Contract Award to Award of Construction Contract): |  |
| Construction Contract NTP |  |
| Construction Duration in Months (from NTP to Final Completion): |  |
| Construction Contract Value: |  |
| Detailed Project Description: |  |
| Provide an explanation for how this project is similar to the Project within this RFQ |  |
| Key Personnel (to include Personnel Titles and Specific Project Tasks). |  |
| Total Number of Change Orders and Number of Owner-requested Change Orders: |  |

**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

|  |  |
| --- | --- |
| **Project #3 Name:** |  |
| Utility Owner (Name, City, and State): |  |
| Utility Representative Name, Title, and **Current** Contact Information (Phone and Email): | John Doe  Engineering Manager  (XXX) XXX-XXXX  John.Doe@XXXXX.org |
| Design Contract NTP: |  |
| Design Duration in Months (from Contract Award to Award of Construction Contract): |  |
| Construction Contract NTP |  |
| Construction Duration in Months (from NTP to Final Completion): |  |
| Construction Contract Value: |  |
| Detailed Project Description: |  |
| Provide an explanation for how this project is similar to the Project within this RFQ |  |
| Key Personnel (to include Personnel Titles and Specific Project Tasks). |  |
| Total Number of Change Orders and Number of Owner-requested Change Orders: |  |

**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

|  |  |
| --- | --- |
| **Project #4 Name:** |  |
| Utility Owner (Name, City, and State): |  |
| Utility Representative Name, Title, and **Current** Contact Information (Phone and Email): | John Doe  Engineering Manager  (XXX) XXX-XXXX  John.Doe@XXXXX.org |
| Design Contract NTP: |  |
| Design Duration in Months (from Contract Award to Award of Construction Contract): |  |
| Construction Contract NTP |  |
| Construction Duration in Months (from NTP to Final Completion): |  |
| Construction Contract Value: |  |
| Detailed Project Description: |  |
| Provide an explanation for how this project is similar to the Project within this RFQ |  |
| Key Personnel (to include Personnel Titles and Specific Project Tasks). |  |
| Total Number of Change Orders and Number of Owner-requested Change Orders: |  |

**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

|  |  |
| --- | --- |
| **Project #5 Name:** |  |
| Utility Owner (Name, City, and State): |  |
| Utility Representative Name, Title, and **Current** Contact Information (Phone and Email): | John Doe  Engineering Manager  (XXX) XXX-XXXX  John.Doe@XXXXX.org |
| Design Contract NTP: |  |
| Design Duration in Months (from Contract Award to Award of Construction Contract): |  |
| Construction Contract NTP |  |
| Construction Duration in Months (from NTP to Final Completion): |  |
| Construction Contract Value: |  |
| Detailed Project Description: |  |
| Provide an explanation for how this project is similar to the Project within this RFQ |  |
| Key Personnel (to include Personnel Titles and Specific Project Tasks). |  |
| Total Number of Change Orders and Number of Owner-requested Change Orders: |  |

**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

**OPCC Table**

Using the table below, provide cost information for a total of five (5) projects which includes a minimum of three (3) of the five (5) projects submitted in Similar Projects and Past Performance tables above, and two (2) additional similar projects, as it relates to the accuracy of the OPCC, comparing the Engineer’s 100% design estimate to approved construction contract awards.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name** | **Final  Estimate (100% OPCC)** | **Low Responsible Bidder – Contract Award Value** | **% Difference between OPCC and Low Bid** | **Number of Bidders** | **Average of All Other Bids** | **Total Value of All Change Orders** | **Change Orders as % of Contract Award** |
| Project 1 | $ | $ | % | # | $ | $ | % |
| Project 2 | $ | $ | % | # | $ | $ | % |
| Project 3 | $ | $ | % | # | $ | $ | % |
| Project 4 | $ | $ | % | # | $ | $ | % |
| Project 5 | $ | $ | % | # | $ | $ | % |