**Attachment II**

**Evaluation Criteria Details and Requirements**

*Respondents not providing a response to each of the criteria listed in Attachment II may be considered non-responsive and ineligible for consideration.*

| **Evaluation Criteria** | **Points** | **Description** | **Response Format and Page Limits** | **Submission Reminders** |
| --- | --- | --- | --- | --- |
| Team Experience and Qualifications | 30 | 1. Provide an organizational chart:    * Identify all proposed Key Personnel (including Respondent’s personnel), as well as Key Subconsultants who will work on the Project.    * Identify Key Personnel from Respondent and Key Subconsultants. Examples of Key Personnel include, but are not limited to, Project Manager (PM), QA/QC Lead, Technical Leads (treatment processes, hydraulic modeling, site/civil design, mechanical design, structural design, Architectural design, electrical design, I&C design, etc.), Permitting Lead, Constructability Lead, Lead Estimator. | One (1) page limit | * Ensure Key Personnel identified are included in the organizational chart. * The proposed Project Manager must be an employee of the Respondent (Prime Consultant). * Key Subconsultant is defined as a consultant that will have a significant role in the Project. * Ensure all Subconsultants identified match those listed on the Good Faith Effort Plan. |
| 1. Provide a 1-page (maximum) resume for up to six (6) Key Personnel. The Project Manager’s resume should be included first. Each resume should include the following information:    * Name, title, education.    * Description of professional qualifications (to include licenses, certifications, and associations).    * Number of years with current firm and total number of years of professional experience.    * Brief overview of professional experience and expertise.    * Identify three (3) similar projects completed in the past fifteen (15) years, and provide a detailed description of capabilities and project experience and role in project relevant to the Scope of Services requested within this RFQ. Clearly identify whether the projects listed are with the current firm or part of the individual’s professional experience.    * Provide a list of all active projects each of the Key Personnel is currently assigned to for the duration of the Project, to include the phase and percentage of time allocated to each of the projects listed. | Six (6) page limit | * Key Personnel resumes should not include an exhaustive list of projects but should focus on projects that are relevant to the scope of services within this RFQ. |
| 1. Describe the composition of the team (Prime, Key Subconsultants, and other Subconsultants), role and responsibility of proposed team members and teaming history. If proposed staff is not part of the proposed Key Personnel, please identify lead person from each firm and briefly describe their role. | One (1) page limit | * Ensure Respondent has worked with the proposed Subconsultants on past projects. * Clearly define roles and responsibilities for all proposed firms. * In addition, fill in the table provided within the Evaluation Criteria forms. |
| 1. Describe the role of the Respondent and the proposed Subconsultants for this project as requested in the team composition table. | Fillable Forms | * Fill in the table provided within the Evaluation Criteria forms |
| 1. Illustrate in a table matrix the 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 Subconsultants. Include geographic location for each resource identified in the table. | Fillable Forms | * Fill in the table provided within the Evaluation Criteria forms. No additional narrative is required. |
| Similar Projects and Past Performance | 30 | 1. Provide a list of three (3) relevant projects similar in complexity, size, and cost to the project in this RFQ that have been completed in the last fifteen (15) years in which Respondent has performed services similar to those sought in this RFQ. A minimum of two (2) of the three (3) projects shall be/have been performed by the Respondent. A maximum of one (1) of the three (3) projects may have been performed by Key Subconsultant (or by Respondent if no Key Subconsultant is proposed). The QA/QC Lead, Technical Leads and Lead Estimator shall have participated in at least two (2) of the three (3) projects submitted. Other Key Personnel shall have participated in at least one (1) of the three (3) projects. This list, at a minimum, shall include:  * Names of clients and location (city/state) * Reference contact to include names, titles, email address, and current phone numbers * Corresponding year and duration of the projects (contract NTP and completion date) * Detailed description of the projects scope (include specific aspects that Respondents wants considered in the evaluation) * Provide an explanation for why each project is relevant and similar to the Project included in this RFQ. * Respondent’s role and Key Personnel’s responsibilities in these projects including the Sub-consultants | Fillable Forms | * Fill in the tables provided within the Evaluation Criteria forms. No additional narrative is required. * Relevant projects are considered projects of similar scope, complexity, and contract value, that have been constructed. * The proposed PM shall be an employee of the Respondent. * Key Personnel should have participated in the same role as proposed for this project. * Ensure contact information for references is correct and has been verified. |
| 1. Provide cost information for the three (3) projects submitted as part of bullet (1) above, as it relates to the accuracy of the OPCC, comparing the Engineer’s 100%/Bid Design estimate to approved construction contract awards. | Fillable Forms | * Fill in the tables provided within the Evaluation Criteria forms. No additional narrative is required. |
| Project Understanding and Approach | 25 | 1. Provide a detailed approach based on the scope of the project (generally provided in the Scope of Services section of this RFQ) explaining how your firm would technically execute and complete the services sought in this RFQ on time and within budget. Provide innovative approaches, ideas, and recommendations. | Five (5) page limit | * Responses should clearly demonstrate Respondent’s familiarity with the Scope of Services identified within this RFQ. |
| 1. Provide responses to the following:  * Understanding of Project related issues and difficulties (design and construction), and solutions proposed. * Describe your approach for coordinating with regulatory and permitting agencies to ensure buy-in and approval. * Describe Respondent’s approach for coordinating with property owners, business owners, HOAs, and the general public. * Describe Respondent’s approach to becoming familiar with local and regional market conditions influencing the design and construction decisions that will affect or influence project cost. * Discuss Respondent’s approach for raising the visibility of the project and attracting qualified contractors to promote a competitive bidding environment. * Discuss Respondent’s approach for coordinating with vendors and suppliers of critical equipment and materials during the design phase to secure budgetary prices and updates regarding availability and lead times. * Discuss Respondent’s approach for coordinating with SAWS staff and other Consultants on concurrent projects directly related to the project within the RFQ. | Three (3) page limit |  |
| 1. Project specific and unique quality control/quality assurance (QA/QC) and risk management strategies that Respondent engages in similar projects.  * Plan for how issues will be identified, tracked, and resolved. * Describe how the independent QA/QC team will review project deliverables to ensure the Project is of high quality and biddable, permittable, constructible, operable, maintainable and cost-effective. * Describe how the accuracy and completeness of the OPCCs are derived for each design phase, and the Respondent’s familiarity with AACE’s Recommended Practices 17R-97 and 56R-08. * Describe how estimates will be prepared to ensure they reflect the procurement methods, current market trends and bidding environment (price volatility, labor shortages, supply chain issues, contractor and subcontractor availabilities, etc.). * Describe the methods for validating prices for equipment, materials, and specialized labor for projects. * Describe the methods for validating lead time for critical equipment and materials. * Describe the methods for validating construction duration for proposed improvements. * Describe familiarity with the use of RS Means for developing independent cost estimates for construction change orders. | Three (3) page limit |  |
| Small, Minority,  and Woman- owned (SMWB) Business Participation | 15 | Complete Exhibit B indicating Respondent’s commitment to SAWS’ SMWB policy, which will be based on meeting or exceeding the minimum mandatory SMWB goal of 25%. All Subconsultants should be included on this form, regardless of their SMWB status. | Exhibit B | * Ensure sub-consultants listed on the organizational chart are included on the GFEP. |

**100 points**

**Attachment III**

**Evaluation Criteria Forms**

**Team Experience and Qualifications**

*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., pump design, utility coordination, permitting, electrical engineering, I&C engineering, structural engineering, mechanical engineering, site/civil engineering, corrosion engineering, geotechnical engineering, survey, SUE, 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**

*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 below, provide geographic location, percent of time committed to the Project for the duration of the Project, and years of experience in the key role, of Respondent’s Key Personnel, as well as Key Personnel from Key Subconsultants.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 three (3) relevant projects similar in size, complexity, and cost completed in the last fifteen (15) years in which Respondent has performed services similar to those sought in this RFQ.

|  |  |
| --- | --- |
| **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:  (Note: please include sufficient project details so similarity and applicability of project reference can be determined. Include details like facility footprint, greenfield or rehabilitation, capacity of pump station in mgd, number of pumps, type of pumps, capacity of each pump (gpm or mgd), materials of construction for yard piping and pipe diameter, # of well pumps and motors replaced, number and size of buildings built, shutdown duration, and other specific project details.) |  |
| Provide an explanation for how this project is similar and comparable in size, scope, and complexity to the Project within this RFQ: |  |
| Key Personnel (to include Personnel Titles and Specific Project Role and Tasks). |  |
| Total Number of Change Orders and cost of those Change Orders: |  |
| Total Number of Owner-requested Change Orders and cost of those 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:  (Note: please include sufficient project details so similarity and applicability of project reference can be determined. Include details like facility footprint, greenfield or rehabilitation, capacity of pump station in mgd, number of pumps, type of pumps, capacity of each pump (gpm or mgd), materials of construction for yard piping and pipe diameter, # of well pumps and motors replaced, number and size of buildings built, shutdown duration, and other specific project details.) |  |
| Provide an explanation for how this project is similar and comparable in size, scope, and complexity to the Project within this RFQ: |  |
| Key Personnel (to include Personnel Titles and Specific Project Role and Tasks): |  |
| Total Number of Change Orders and cost of those Change Orders: |  |
| Total Number of Owner-requested Change Orders and cost of those 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:  (Note: please include sufficient project details so similarity and applicability of project reference can be determined. Include details like facility footprint, greenfield or rehabilitation, capacity of pump station in mgd, number of pumps, type of pumps, capacity of each pump (gpm or mgd), materials of construction for yard piping and pipe diameter, # of well pumps and motors replaced, number and size of buildings built, shutdown duration, and other specific project details.) |  |
| Provide an explanation for how this project is similar and comparable in size, scope, and complexity to the Project within this RFQ: |  |
| Key Personnel (to include Personnel Titles and Specific Project Role and Tasks): |  |
| Total Number of Change Orders and cost of those Change Orders: |  |
| Total Number of Owner-requested Change Orders and cost of those Change Orders: |  |

**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

**OPCC Table**

Using the table below, provide project cost information for the three (3) projects submitted in Similar Projects and Past Performance section of the **Evaluation Criteria Details and Requirements**, 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 / Best Value – Contract Award Value** | **% Difference between OPCC and Contract Award** | **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\* | $ | $ | % | # | $ | $ | % |

**\***At the Respondent’s discretion, additional projects can be listed.