**Attachment II**

**Evaluation Criteria Details and Requirements**

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

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| --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Points** | **Description** | **Response Format and Page Limits** | **Submission Reminders** |
| Team Experience andQualifications | 30 pts | 1. Provide an organizational chart

identifying:* + All proposed Key Personnel (including Respondent’s personnel), as well as Key Subconsultants who will work on the Project.
	+ Key Personnel include, at a

minimum and as applicable, the Project Manager (PM), QA/QC Lead, Design Team Lead(s), Lead Estimator, Lead Scheduler and Permitting Lead.* + The proposed PM 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.
 | One (1) page limit | * Ensure Subconsultants identified match those listed on the Good Faith Effort Plan.
* Ensure Key Personnel

identified are included in the organizational chart. |
| 1. Provide a 1-page (maximum)

resume for each proposed Key Personnel. The Project Manager’s resume should be included first.Resumes should include the following information:* Name, title, education.
* Description of professional qualifications (to include licenses, certifications, and associations).
* Number of years with current
* Firm, years in the proposed role, and total number of years of professional experience.
* Brief overview of professional experience and expertise.
* Identify three (3) similar projects completed in the past ten (10) 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 thecurrent firm or part of the | 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 to include their role.
 |
|  |  | 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 toeach of the projects listed. | One (1) Page LimitFillable Forms |   |
| 3) Describe the composition of the team (Prime, Key Subconsultants, and other Subconsultants), role and responsibility of proposed team members. If proposed staff is not part of the proposed Key Personnel, please identify lead person from each firm and briefly describe their role. | * Clearly define roles and responsibilities for all proposed firms.
 |
| 4) Illustrate in a table matrix the availability (percent of time committed to the Project for the duration of the Project) of Respondent’s Key Prime Personnel, as well as Key Personnel from Key Subconsultants.Include geographic location foreach resource identified in the table. | * Fill in the table provided within the Evaluation Criteria forms.
 |
| Similar Projects and PastPerformance | 30 pts | 1. Provide a list of **three (3) completed** projects in the last ten (10) years in which Respondent has performed services similar to those sought in this RFQ. All three (3) projects shall have been performed by the Respondent as a Prime. The proposed PM shall be an employee of the Respondent. The proposed PM shall have participated in at least two (2) of the three (3) projects. Key Personnel shall have participated in at least two (2) of the three (3) projects.
2. This list, at a minimum, shall include:
	* Names of clients and location (city/state)
	* Reference contact to include

names, titles, emails, and current phone numbers* + Corresponding year and duration of

the projects (contract NTP and completion date)* + Detailed description of the projects (include specific aspects that Respondents wants considered in

the evaluation) | Fillable Forms | * Fill in tables provided within the Evaluation Criteria forms. No additional narrative is required.
* Similar projects are considered projects of similar scope, complexity, and contract value.
* 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. |



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| --- | --- | --- | --- | --- |
|  |  | * Provide an explanation for why each project is similar to the Project included in this RFQ.
* Respondent’s role and Key Personnel’s responsibilities in these projects including the

Subconsultants | Fillable Forms | * Use table provided within the Evaluation Criteria forms. No additional narrative is required.
 |
| 3) Provide cost information for the three (3) completed projects submitted as part of bullet (1) above, as it relates to the accuracy of the OPCC, comparing the Engineer’s 100% design estimate to approved construction contract awards. |
|  |  | 1) Provide a detailed approachexplaining how your firm would technically execute and complete the services sought in this RFQ on time and within budget. Provideinnovative approaches, ideas, and recommendations in the approach. | Four (4)page limit. | * Responses to this criteria should clearly demonstrate Respondent’s

familiarity with theScope of Services identified within this RFQ. |
|  |  | One (1) 11”x 17” Exhibit allowed (not countedtowards page limit). |
| Project Understanding andApproach | 25 pts | 1. Provide responses to the following:
	* Familiarity with SAWS

facilities and infrastructure.* + Familiarity with the Project area.
	+ Describe Respondent’s

approach to becoming familiar with local andregional market conditionsinfluencing the design and construction decisions that will affect the cost.* + Understanding of Project related issues and difficulties (design and construction), and solutions proposed.
	+ Understanding of

coordination requirements with the involved entities/ agencies, responsiveness and follow through.* + Team approach to preparing deliverables to meet deadlines associated with fast-track SAWS requests without compromising the quality of deliverables and Project schedule. Discuss Respondent’s schedule recovery approach relative to

schedule maintenance.* + Identify design concepts in
 |  |  |
|  |  | Two (2) page limit |



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| --- | --- | --- | --- | --- |
|  |  | need of additional definition or refinement and describe your proposed approach for addressing those items during the initial phase of the project.* Identify risk items from design documents provided by SAWS and describe your proposed approach for mitigating potential impacts from those items
* Describe your approach for coordinating with regulatory

and permitting agencies to ensure buy-in and approval. |  |  |
| 1. Project specific and unique quality

control/quality assurance (QA/QC) and risk management strategies that Respondent engages in similar projects.* + Plan for how the 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.
	+ Respondent’s role compared to

SAWS role.* + 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 familiarity with the use of RS Means for developing independent cost estimates for

construction change orders. | Two (2) page limit |  |
| Small, Minority, Woman,owned (SMWB)Business Participation | 15 pts | Complete Exhibit B indicating Respondent’s commitment to SAWS’ SMWB policy, which will be based on meeting or exceeding the minimum 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.
 |

**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, corrosion engineering, structural engineering, mechanical engineering, site/civil engineering, geotechnical engineering, survey, SUE, real estate, 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, 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.

Using the tables below, list three (3) completed projects in the last ten (10) years in which Respondent has performed services similar to those sought in this RFQ per Similar Projects and Past Performance section, bullet (1) of the Attachment II Evaluation Criteria Details and Requirements.

|  |  |
| --- | --- |
| **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-XXXXJohn.Doe@XXXXX.org |
| Key Personnel (to include Personnel Titles and Specific Project Tasks): |  |
| 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 |  |
| Total Number of Change Ordersand 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-XXXXJohn.Doe@XXXXX.org |
| Key Personnel (to include Personnel Titles and Specific Project Tasks): |  |
| 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 |  |
| 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-XXXXJohn.Doe@XXXXX.org |
| Key Personnel (to include Personnel Titles and Specific Project Tasks): |  |
| 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 Selected? Project within this RFQ |  |
| Total Number of Change Ordersand Number of Owner-requested 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, bullet (2) of the Attachment II 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 – 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 | $ | $ | % | # | $ | $ | % |

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