**Attachment II**

**Evaluation Criteria Details and Requirements**

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

| **Evaluation Criteria** | **Points** | **Description** | **Response Format and Page Limits** | **Submission Reminders** |
| --- | --- | --- | --- | --- |
| **Team Experience and Qualifications** | **25 pts** | 1. Respondent shall provide an organizational chart identifying:  * All proposed Key Personnel and team members to include Respondent’s personnel, as well as sub-consultants and their Key Personnel who will work on the project.   + Key Personnel include, **no** **more** than, the Project Manager, QA/QC Lead, Civil Design Lead, Mechanic Design Lead, Electrical Design Lead, and Structural/Architect Lead. * Respondents shall include the percentage of time each proposed team member shown on the chart will be committed to the Project, as well as their role. | **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. Describe the composition of the proposed team (Prime and Subconsultants), role and responsibility of proposed team members, teaming history. If Respondent has not worked with proposed subconsultants, please describe approach for ensuring the team will deliver the project successfully. | **One (1) page limit.** |  |
| 1. Provide 1-page resumes for the following Key Personnel **only**: Project Manager, Design Team Lead(s), QA/QC Lead, Cost Estimator, and Permitting Lead. Resumes for Design Team Lead(s) are limited to no more than two (2) regardless of the number of Design Team Leads. The Project Manager’s resume shall be included first. Resumes should include the following:  * 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. * Identify five (5) similar projects and provide a detailed description of capabilities and project experience and role in project relevant to the Scope of Services requested within this RFQ. Identify whether the projects listed are with the current firm or part of the individual’s professional experience. * List of all active projects the team member is currently assigned to for the duration of the Project, to include the phase and percentage of time allocated to each of the other 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 to include their role |
| 1. Using the table provided within the Evaluation Criteria form, describe the role of the Respondent and the proposed subconsultant(s) for this project. | **Use Table provided.**  No additional narrative is required. |  |
| **Similar Projects and Past Performance** | **25 pts** | 1. Complete the table provided within the Evaluation Criteria form identifying three (3) relevant projects, of similar size, scope, and complexity to the project identified within this RFQ that were **constructed** within the past ten (10) years. Plus 2 additional relevant projects of similar size, scope and complexity, that design has been completed or are under construction. Identify Key Personnel, who are part of the proposed team, and their roles and responsibilities on projects listed. Key Personnel shall have participated in least three (3) of the five (5) projects. The Project Manager shall have participated in at least two (2) of the five (5) projects. A minimum of three (3) of the projects identified have been performed by the Respondent. A maximum of two (2) of the projects identified may have been performed by a subconsultant. | **Use project table provided. One project per page. Five (5) page limit.** No additional narrative is required. | * Similar projects are considered projects of similar scope, pipe diameter, complexity, and contract value. * A minimum of three (3) of the projects identified were performed by Respondent. * Ensure contact information for references is correct and up to date. |
| 1. Using the Table and space included within the Evaluation Criteria form, provide cost information for the five (5) projects submitted in Team Experience and Qualifications section of **this** evaluation criteria, as well as three (3) additional and similar projects, as it relates to the accuracy of the Opinions of Probable Construction Cost (OPCC), comparing the final 100% Design phase estimate to approved construction contract awards. | **Use table provided.**  No additional narrative is required | * Three (3) of five (5) projects provided are to be performed by the Respondent, not sub-consultants. |
| **Project Approach** | **30 pts** | 1. Describe the team’s approach to complete the project on-time and within budget. Responses shall be specific and cover items such as identification of specific key technical design related items, constructability, required permits, risk management and mitigation, coordination with stakeholders and external agencies, acquisition of easements and JUAs, management of subconsultants, implementation schedule and schedule maintenance, and overall project delivery to ensure successful completion of projects assigned.    * Respondents should address the unique circumstances for the specific project as appropriate based on Respondent’s understanding of the project’s scope and review of information provided as part of the RFQ. 2. Identify Respondent’s team’s suggested alternative innovative approaches to accomplishing the scope of services identified within this RFQ that would result in a more successful and timely completion of the Project. 3. Describe Respondent’s team approach to preparing deliverables that meet proposed deadlines without compromising the quality of work products and deliverables. Include schedule risks and mitigation measures, schedule recovery approach, and other issues relative to schedule maintenance on similar projects. 4. Provide a high-level sample project schedule for delivering this type of project and in accordance with proposed milestones. Schedule can be provided using an 11” by 17” paper, landscape orientation. The schedule shall include all of the phases of the project from Contract Award to Bidding, Construction Contract Award, Construction, and Project Closeout. Respondents shall utilize the **Notice to Proceed** date of **February 17, 2020** when preparing the project schedule to be included as part of this criteria. | **Narrative. Five (5) page limit, including One (1) 11” x 17” Exhibit (project schedule)** | * Responses to this criteria should clearly demonstrate Respondent’s familiarity with the Scope of Services identified within this RFQ**.** |
| **Quality Management Plan** | **5 pts** | 1) Describe the Respondent’s Quality Management Plan (QMP) for this project. Include the following:   * Overview of the quality control (QC) and quality assurance (QA) process for this project, the independent technical review team and their roles. * Plan for how design issues will be identified, tracked, and resolved. * Describe how the independent QA/QC team will review project deliverables to ensure the project is biddable, constructible, operable, maintainable, permitable, and cost effective. * QA/QC schedule. * Respondent’s role compared to SAWS’ role. * Describe Respondent’s approach to becoming familiar with local construction practices and requirements, standard products and material costs, local and regional market conditions, and the conditions (e.g., environmental, regulatory, etc.) influencing design and construction decisions that affect project costs for each project. * Describe how the accuracy and completeness of the Engineer’s OPCCs are derived for each of the design phases (30%, 60%, 90%, and 100%) of the project. Describe the Respondent’s familiarity with AACE’s Recommended Practices 17R-97 and 56R-08 for developing OPCCs for projects. | **Narrative. Two (2) page limit.** | * Responses to this criteria should clearly demonstrate Respondent’s familiarity with the Scope of Services identified within this RFQ**.** |
| **Small, Minority, Woman, and Veteran- owned (SMWVB) Business Participation** | **15 pts** | Complete Exhibit B indicating Respondent’s commitment to SAWS’ SMWVB policy, which will be based on meeting or exceeding the minimum SMWVB goal of 40%. All subconsultants should be included on this form, regardless of their SMWVB status. | **Exhibit B** | * Ensure sub-consultants listed on the organizational chart are included on the GFEP |