**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** |
| --- | --- | --- | --- | --- |
| Project Team and Qualifications | 25 pts | 1. Provide an organizational chart identifying:    * All proposed Key Personnel (including Respondent’s personnel) as well as Key Subconsultant(s) who will work on the Project.    * Key Personnel to be identified by Respondent based on their understanding of the project requirements. A maximum of nine (9) Key Personnel shall be identified.    * The proposed Project Manager shall be an employee of the Respondent (Prime).    * Key Subconsultant is a consultant that will have a significant role in the Project.    * The design of the constructed wetlands portion of the Project shall be the responsibility of the Respondent’s (Prime) firm. The design of the dam modifications portion of the Project may be the responsibility of the Respondent’s (Prime) firm or a Key Subconsultant. | One (1) page limit | * Ensure Key Personnel identified are included in the organizational chart. * Ensure Subconsultants identified match those listed on the Good Faith Effort Plan. |
| 1. Provide up to a 1-page resume for each proposed Key Personnel. Resumes should include the following information:    * Name, title, education.    * Specific role in the Project    * 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 for the constructed wetlands portion and/or three (3) similar projects completed in the past fifteen (15) years for the dam modifications portion of this RFQ, as applicable. Clearly identify whether projects listed are with the current firm of part of the individual’s professional experience. Identify role served by Key Personnel on these projects.    * 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. | Nine (9) 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. * A maximum of nine (9) up to 1-page resumes for proposed Key Personnel can be submitted by the Respondent. |
| 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. | Two (2) page limit and Fillable Form | * Clearly define roles and responsibilities for all proposed firms. |
| 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 Form | * Fill in the table provided within the Evaluation Criteria forms. |
| Similar Projects and Past Performance | 30 pts | 1. Provide three (3) similar projects completed in the past fifteen (15) years for the constructed wetlands portion of the project. Provide three (3) similar projects completed in the past fifteen (15) years for the dam spillway modifications portion of the project. The proposed PM shall have participated in at least one (1) of the three (3) constructed wetlands projects. Technical Lead for constructed wetlands shall have participated in at least one (1) of the three (3) projects submitted. Technical Lead for dam spillway modifications shall have participated in at least one (1) of the three (3) projects submitted. Project references, at a minimum, shall include:  * Names of Owner (utility or municipality) 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) * 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 | * Fill in tables provided within the Evaluation Criteria forms. No additional narrative is required. * All projects identified must be/have been performed by Respondent and or Key Subconsultant(s). * Ensure contact information for references is correct and up-to-date. |
| 1. Provide cost information for the six (6) projects submitted as part of bullet (1) above, as it relates to the accuracy of the Engineer’s Opinion of Probable Construction Cost (OPCC), comparing the Engineer’s 100% design estimate to approved construction contract awards. | Fillable Form | * Fill in the table provided within the Evaluation Criteria forms. No additional narrative is required. |
| Project Approach | 30 pts | 1. Provide a detailed approach 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.    * Identify innovative ideas resulting in cost savings or reduction in overall project implementation schedule    * Describe your approach for communicating with project stakeholders, including regulatory agencies and the public    * Provide a detailed implementation schedule for executing the Project. The schedule shall include all of the tasks, interim milestones, site visits / meetings / workshops, and deliverables. Respondents shall use the Notice to Proceed (NTP) date of March 22, 2021. | Six (6) page limit. One (1) 11” x 17” Exhibit allowed (not counted towards page limit). | * Responses to this criteria should clearly demonstrate Respondent’s familiarity with the Scope of Services identified within this RFQ. |
| 1. Provide responses to the following:  * Identify design concepts in 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. * Understanding of Project related issues and difficulties (design and construction), and solutions proposed. * Understanding of coordination requirements with the involved entities, responsiveness and follow through. * Describe Respondent’s approach to becoming familiar with local and regional market conditions influencing the design and construction decisions that will affect the cost. * 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. | Two (2) page limit |  |
| 1. Project specific and unique quality assurance/quality control (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 for developing OPCCs. | Three (3) page limit |  |
| 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. |