##### Attachment IV

**Evaluation Criteria Details and Requirements**

*Respondents not providing a response to each of the criteria 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 personnel including Respondent’s personnel and 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, electrical design, I&C design, etc.), Permitting Lead,   Constructability Lead, Lead Estimator. | One (1) page limit | * Ensure Key Personnel identified in bullet (2) below 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 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. 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 | 25 | 1. Provide a list of four (4) completed projects in the last fifteen (15) years in which Respondent has performed services similar to those sought in this RFQ. It is up to the discretion of the Respondents to determine the projects to submit that are similar to the services sought in this RFQ. Technical Leads shall have participated in at least two (2) of the four (4) projects submitted. Other Key Personnel shall have participated in at least one (1) of the four (4) projects. A maximum of one (1) of four (4) project references can be provided by a Key Sub-consultant. Personnel from a Key Sub-consultant, identified as “Key Personnel” by the Respondent, should have participated in the one (1) project reference provided by the Key Sub-consultant. 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)    * 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 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 four (4) 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. | Fillable Forms | * Fill in the tables provided within the Evaluation Criteria forms. No additional narrative is required. |
| Project Understanding and Approach | 30 | 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 a detailed project implementation (including design and construction) schedule listing the proposed tasks and their proposed durations. Assume a design start date of May 15, 2023 and construction completion date of January 2027. | Two (2) page limit (11” x 17”  Exhibit) | * Exhibit counts towards maximum total RFQ page limit |
| 1. Provide responses to the following:    * Understanding of Project related issues and difficulties during the design phase of the project and solutions proposed.    * Understanding of challenges associated with construction planning and sequencing to ensure the facility remains in operation and in compliance with current rules and regulations.    * Understanding of coordination requirements with End Users and plant operators.    * Understanding of the Project’s permitting requirements and proposed path to secure all permits needed to complete the project in a timely manner.    * Coordination with SAWS staff (including plant operators, End Users, Engineering, Master Planning, etc.), other design consultants, and other contractors for projects under design or under construction at the Leon Creek WRC.    * Discuss Respondent’s approach for raising the visibility of the project and attracting qualified contractors to promote a competitive bidding environment. | Two (2) page limit | * Respondents should provide sufficient detail to demonstrate their understanding of the project and its unique challenges. * Avoid using generic language and marketing materials. |
| 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 that may arise will be identified, tracked, and resolved.    * Describe how the independent QA/QC team will review all project deliverables to ensure deliverables are of high quality and the Project is 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 method, current market trends conditions including price escalation and volatility, labor shortages, supply chain issues, and contractor and subcontractor availability.    * 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. | Three (3) page limit | * Respondents should provide sufficient detail to demonstrate their understanding of the project and its unique challenges. * Avoid using generic language and marketing materials. |
| Small, Minority, and Woman Owned Business (SMWB) Questions Business Participation | 15 | Complete Exhibit B indicating Respondent’s commitment to SAWS’ SMWB policy, which will be based on meeting or exceeding the minimum SMWB goal of 23%. 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**

**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., treatment process, hydraulic modeling, electrical engineering, I&C engineering, structural engineering, mechanical engineering, site/civil engineering, permitting, constructability, cost estimating, etc.)*** | **Respondent** | **Sub 1:** | **Sub 2:** | **Sub 3:** | **Sub 4:** | **Sub 5:** | **Sub 6:** | **Sub 7:** | **Sub 8:** |
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**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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**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 four (4) **completed** projects similar to the project in this RFQ that have been constructed within the last fifteen (15) years in which Respondent has performed services similar to those sought in this RFQ. A maximum of one (1) of the four (4) project references can be provided by a Key Sub-consultant.

|  |  |
| --- | --- |
| **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 reference 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: |  |

**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 reference 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: |  |

**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 reference 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: |  |

|  |  |
| --- | --- |
| **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 reference 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: |  |

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

**OPCC Table**

Using the table below, provide project cost information for the **four (4) completed** 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 final estimate to the approved construction contract awards.

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