**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 identifying:    * All proposed personnel from the Prime, Key Subconsultants, and other subconsultants that will work on the Project.    * Five (5) Key Personnel who will work on the Project. Examples of Key Personnel include, but are not limited to, the Project Manager (PM), QA/QC Lead, Technical Leads (mechanical design, electrical, I&C design, structural design, site civil, Permitting Lead, Lead Scheduler, and 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 resume for each proposed Key Personnel (up to 5). 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 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 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. | Five (5) 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. 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 three (3) completed relevant projects in the last ten (10) years in which Respondent has performed services similar to those sought in this RFQ. Key Personnel, excluding the Project Manager, shall have participated in at least two (2) of the three (3) projects submitted. 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 want 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 three (3) completed projects submitted in section 1), above, of the Similar Projects and Past Performance criteria as it relates to the accuracy of the OPCC, comparing the Engineer’s 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 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 in the approach. | Three (3) page limit | * Responses should clearly demonstrate Respondent’s familiarity with the Scope of Services identified within this RFQ. |
| 1. Provide responses to the following:  * Familiarity with SAWS facilities and infrastructure. * Approach for responding to SAWS requests and providing scope and fee proposals in a timely manner. * 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. * Describe Respondent’s approach to becoming familiar with local and regional market conditions influencing the design and construction decisions that will affect project costs. * Understanding of coordination requirements with customers, responsiveness, and follow through. * Describe your approach for coordinating with regulatory and permitting agencies to ensure buy-in and approval. | Two (2) page limit |  |
| 1. Project specific and unique quality control/quality assurance (QA/QC) and risk management strategies that Respondent engages in when delivering similar projects.  * Plan for how project risks are identified, monitored, and mitigated. * 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 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 availability, etc.).   + Describe the methods for validating prices for equipment, materials, and specialized labor for projects. * 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 | 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**

**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., heat exchanger design, hydraulic modeling, utility coordination, permitting, electrical engineering, I&C engineering, structural engineering, mechanical engineering, geotechnical engineering, topographic survey, subsurface utility engineering, 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, 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. Please confirm all reference contact information.*

Technical Leads and Key Personnel shall have participated in at least one (1) of the three (3) projects submitted*.*

Provide detailed information for the three (3) completed relevant projects in the last ten (10) 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: |  |
| Provide an explanation for how this project 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: |  |

**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

*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. Please confirm all reference contact information.*

Technical Leads and Key Personnel shall have participated in at least one (1) of the three (3) projects submitted*.*

Provide detailed information for the three (3) completed relevant projects in the last ten (10) years in which Respondent has performed services similar to those sought in this RFQ.

**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 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: |  |

**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

*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. Please confirm all reference contact information.*

Technical Leads and Key Personnel shall have participated in at least one (1) of the three (3) projects submitted*.*

Provide detailed information for the three (3) completed relevant projects in the last ten (10) years in which Respondent has performed services similar to those sought in this RFQ.

**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 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: |  |

**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) completed 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 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 | $ | $ | % | # | $ | $ | % |