**EVALUATION CRITERIA FORM**

*The intent of this document is to provide Respondents a structure for their responses. While there are page limits for this solicitation, there are no character limitations.*

*Respondents should provide answers to the questions below in the order and spaces provided to ensure continuity between Respondent’s submissions.*

*When responding to the questions below, Respondents should use the space provided in this form, unless otherwise indicated. Stating “See Attached” or “See Following Pages” are not acceptable responses. If the Response Forms provided here are not utilized, the information provided by the Respondent will not be considered and the Respondent’s score for the evaluation criteria in question may be reduced and/or Respondent’s proposal may be deemed non-responsive.*

*If all fields are not completed, the proposal may be deemed non-responsive.*

# Proposed Team Qualifications, Experience and QA/QC Internal Processes (30 Points)

* 1. **Organizational Structure and Information of the Prime Contractor**
     1. Provide his tor y of the c om pa ny, current business organizational structure, type of business structure, and stability of organization. *(Provide answer here)*
     2. Provide total number of employees and annual company revenues as of December 31, 2023.

*(Provide answer here)*

* + 1. Provide litigation, lawsuits, mediation, and arbitration history for the company for the last five

(5) years.

*(Provide answer here)*

* + 1. Indicate the number of years performing contracting/construction work under current legal business name and/or previous legal business name(s).

*(Provide answer here)*

* + 1. Describe the organizations experience relevant to the scope of services and work.

*(Provide answer here)*

# Proposed Team Structure and Key Personnel Roles and Responsibilities

*(Prior to responding to this section, refer to the Supplementary Instructions to Respondents for definitions and other requirements)*

* + 1. Provide a 1-page organizational chart that describes the composition of the team for this project. The chartshall include proposed Key Personnelfor the Prime Contractor and Key Subcontractor(s). The chart shall also include percent availability (as percentage of total individual's workload) for Key Personnel (Prime and Key Subcontractor(s)) and their proposed role for the duration of the Project.

*(Insert 1-page organizational chart here)*

* + 1. Provide a clear description of the P r i m e C o n t r a c t o r t e a m ’ s Key Personnel experience, roles and responsibilities, including proposed Executive, Project Manager, and Superintendent assigned to this project. Clearly indicate the number of years the proposed person has had in this assigned role, at this company and at other companies previously. Describe the tasks each will be responsible for.

*(Use the table provided below. Add rows as needed based on the proposed team composition for this project.)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Team Member** | **Proposed Key Personnel Role** | **Name of Key Personnel** | **Included in Org Chart?** | | | |
| Prime Contractor | Executive |  |  | Yes |  | No |
| Project Manager |  |  | Yes |  | No |
| Superintendent |  |  | Yes |  | No |
| Other |  |  | Yes |  | No |

* + 1. Provide a clear description of the proposed Key Subcontractor(s), their role on the project, and teaming history. If the Prime Contractor has not worked previously with proposed Key Subcontractor(s), describe the proposed approach for ensuring successful completion of the project in accordance with Contract Documents.

*(Use the table provided below. Add rows as needed based on the proposed team for this project.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team Member** | **Company Name** | **Proposed Role** | **Worked with in the Past** | | |
| Prime Contractor |  |  |  | | |
| Key Subcontractor #1 |  |  | cYes |  | No |
| Key Subcontractor #2 |  |  | Yes |  | No |
| Key Subcontractor #3 |  |  | Yes |  | No |
| Key Subcontractor #4 |  |  | Yes |  | No |
| Key Subcontractor #5 |  |  | Yes |  | No |

* + 1. Provide the process for subcontracting-competition, selection, inclusion in project schedule development, administration, retainage, certified payrolls/corrective actions and subcontract closeout.

*(Provide answer here)*

# Qualifications and Experience of Key Personnel Proposed for this Project

* + 1. *Using separate 8 ½” x 11” sheet(s), titled “Team Qualifications and Experience – Resume” inserted immediately following this Section.*

Provide resumes for Key Personnel for the Prime Contractor identified on the organizational chart, one per person, not to exceed one (1) page each, with the Project Manager’s resume being first.

*(As part of this criteria, use the check boxes below as a checklist to help ensure the information above is understood and information provided follows the guidelines listed above.)*

Project Manager’s resume is first

Resumes for all Key Personnelfor the Prime Contractor have beenincluded Resumes for all Key Personnelfor the Prime Contractor have been identified on the organizational chart

 Resumes for all Key Personnel for the Prime Contractor do not exceed one

* + - 1. page each

 All resumes provided include the following information:

* + - * + Name, current job title/role, proposed role on this project
        + Number of years of total professional experience in industry/role
        + Number of years/months with current company
        + Number of years/months of experience in proposed role for this project
        + Description of professional qualifications (to include any degrees, licenses, certifications, and associations)
        + Brief overview of professional experience, including a list of completed projects.

Indicate the year of each project and their title/role they served on the project.

* + - * + Detailed description of capabilities and experience relevant to this project
        + List of all other active projects the team member is assigned to for the duration of this Project, to include percentage of time allocated to each of the other projects. If the person isdedicated 100% to thisproject, indicate. For each projectincluded in each resume, pleaseclearly identify whether the project is with current firm or part of the person’s past professional experience.

*(Insert proposed Project Manager’s Resume, 1 page)*

*(Insert proposed Key Personnel’s Resume, 1 page)*

*(Insert proposed Key Personnel’s Resume, 1 page)*

*(Insert proposed Key Personnel’s Resume, 1 page)*

*(Insert proposed Key Personnel’s Resume, 1 page)*

*(If more resumes are to be included, please insert a page break and insert the 1-page resume for additional Key Personnel as required.)*

# Past Project Experience

* + 1. *Provide a list of past project – or individual sheets that identify and describe three (3) relevant projects of similar scope and size, within the past five (5) years which includes a detailed list of the items below:*
* Name and location of project, duration of construction and year completed
* Name of Owner or Owner’s Representative and all contact information (current work and cell phone numbers and email addresses to be contacted for reference purposes)
* Description of scope of work and describe specific parts of the project that are similar to this Project

# Quality Assurance / Quality Control Established Process

* + 1. Describe on the two (2) items below – step by step from start of project through completion:
* Respondents QA/QC processes specific for oversight and management of all sub-contractors
* Respondents internal QA/QC process for ensuring the work meets the drawings and specifications provided.

***END OF TEAM QUALIFICATIONS AND EXPERIENCE CRITERIA***

# Project Approach (Including Delivery Schedule Sequencing and Logistics (20 Points)

* 1. **Project Approach**
     1. Provide a narrative of the project approach describing how the Respondent will complete this project and meet the scope of services and work. Include key milestones, specific critical processes and critical path items, phases and/or sequencing, permits, approvals, coordination with stakeholders, and procurements anticipated to complete the project work. Identify potential risks and describe proposed mitigation measures to ensure on- time completion of the Project. (*Provide answer here*)

*(Continue here)*

*(Continue here - Add pages as necessary)*

* + 1. Explain how Respondent will contact and coordinate with key stakeholders throughout the Project. Describe how the Respondent will coordinate with property owners and/or business owners being impacted by the Project.

*(Provide answer here)*

* + 1. Provide a description of the approach specifically addressing the procurement of long-lead time equipment/ devices or materials.

*(Provide answer here)*

* + 1. Describe your construction management approach and ability to coordinate work with all subcontractors and suppliers in order to meet project deadlines.

*(Provide answer here)*

* + 1. Describe your team’s understanding and approach to address the various requirements for permitting and other requirements for construction, based on site work, location or scope, from the various AHJs, and specify how these requirements will be managed, tracked and communicated throughout the team and to the Owner.

*(Provide answer here)*

* + 1. Describe your contingency plan for addressing any unanticipated delays.

*(Provide answer here)*

* + 1. Describe your plan to handle the delicate nature at the worksite. Describe how the Respondent is planning to dispose of anywaste and debris generated during construction. *(Provide answer here)*

# Project Schedule and Unforeseen Conditions

*(Prior to responding to this section, refer to the Supplementary Instructions to Respondents for definitions and other requirements.)*

* + 1. Provide a project schedule and indicate which Scheduling software your firm used to produce it. The schedule shall include milestones, specific critical processes and critical path items, construction sequencing, permits and approvals, and procurements anticipated to complete the project work. The anticipated notice to proceed (NTP) for this Project is **May 14, 2024**. Respondent shall use this date for developing the proposed project schedule.

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*(Insert Project schedule here. 11” x 17” paper size is permitted)*

* + 1. Explain how Respondentwill complete the projectwithin the schedule taking into account other active or soon to be active projects.

*(Provide answer here)*

* + 1. Identify any expected long-lead item and critical path shop drawing submittals.

*(Provide answer here)*

* + 1. Describe the Respondent’s approach towards mitigating and managing unforeseen conditions should they be encountered during the construction of this Project. Respondent can provide examples to support their response.

*(Provide answer here)*

# Coordination / Communication

Describe how Respondent will coordinate task with the architect-of-record, sub-contractors, and SAWS Program Manager. Describe the Respondents process for addressing and communicating unexpected issues that may arise throughout the duration of the project, and how these issues are communicated amongst the Respondents team, architect-of-record, and SAWS Program Manager.

# Availability of Key Personnel and Equipment

* + 1. Describe availability of Pr im e C o n t r acto r ’ s Ex ecu t i v e an d Key Personnel that will be specifically assigned to this Project and any limitations or unavailability during the Project duration.

*(Provide answer here)*

* + 1. Describe any specialty equipment and/or vendor that will be specifically utilized for this Project.

*(Provide answer here)*

# Safety information for Prime Contractor:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company Name(s)** | **TRIR** | **TRIR** | **TRIR** | **TRIR** | **TRIR** | **Fatalities** |
|  | **2023** | **2022** | **2021** | **2020** | **2019** |
| Prime Contractor |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note: Respondent shall provide the backup documentation verifying the safety information provided with their proposal.

# SAWS, in reviewing Respondents’ proposals, is looking for Respondents that can meet all necessary milestones and complete the work within the Contract time given for completion. A Respondent’s inability to meet milestones and complete the Work in the time provided may result in the Respondent’s score for these criteria being reduced and/or Respondent’s proposal deemed non-responsive.

***END OF PROJECT APPROACH, SCHEDULE, AND AVAILABILITY CRITERIA***

# Safety information for Key Subcontractor(s):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company Name(s)** | **TRIR** | **TRIR** | **TRIR** | **TRIR** | **TRIR** | **Fatalities** |
|  | **2023** | **2022** | **2021** | **2020** | **2019** |
|  |  |  |  |  |  |  |
| Key Subcontractor |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Key Subcontractor |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Key Subcontractor |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Key Subcontractor |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note: Respondent shall provide the backup documentation verifying the safety information provided with their proposal.