**Attachment IV**

**Evaluation Criteria Forms**

**Sub-Consultant Table**

**Evaluation Criteria Form: Team Experience and Qualifications**

*When answering the questions 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.*

1) Using the table, describe your firm’s most relevant experience. Include a description of the role of any sub-consultants your firm is proposing and their experience. Any firm or sub-consultant experience provided is to be relevant to the Scope of Services requested within this RFQ.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Experience Relevant to**  **Scope of Work**  ***(I.E.: Trenchless technology, open cut pipeline installation, conducting preliminary archaeological and environmental reviews, etc.)*** | **Respondent** | **Sub 1:** | **Sub 2:** | **Sub 3:** | **Sub 4:** | **Sub 5:** |  | **Sub 7:**  **Sub 6:** | **Sub 8:** | **Sub 9:** | **Sub 10:** |
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**Project Table**

**Evaluation Criteria Form: Similar Projects and Past Performance**

1. Complete the table provided within the Evaluation Criteria forms identifying five (5) **relevant** projects of similar Scope of Services that details the entire project life cycle to the projects identified within this RFQ that were **completed within the** **past ten (10) years**. Identify key personnel, who are part of the proposed team, and their roles and responsibilities for at least three (3) of the five (5) projects.

Photos can be inserted but could hinder your availability to provide further project description within the allotted page and are not encouraged. **Projects in the close-out phase with facilities in service are considered completed**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project #1 Name:** |  | | |
| Description. |  | | |
| Key Personnel (to include personnel titles and specific project tasks). |  | | |
| Number of Change Orders (not requested by the Project Owner). |  | | |
|
| Construction Contract Value: |  | Project Owner Name: |  |
| Project Owner’s **Current** Phone Number: |  | Project Owner’s **Current** E-mail Address: |  |

**Evaluation Criteria Form: Similar Projects and Past Performance**

***(continued)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project #2 Name:** |  | | |
| Description. |  | | |
| Key Personnel (to include personnel titles and specific project tasks). |  | | |
| Number of Change Orders (not requested by the Project Owner). |  | | |
|
| Construction Contract Value: |  | Project Owner Name: |  |
| Project Owner’s **Current** Phone Number: |  | Project Owner’s **Current** E-mail Address: |  |

**Evaluation Criteria Form: Similar Projects and Past Performance**

***(continued)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project #3 Name:** |  | | |
| Description. |  | | |
| Key Personnel (to include personnel titles and specific project tasks). |  | | |
| Number of Change Orders (not requested by the Project Owner). |  | | |
|
| Construction Contract Value: |  | Project Owner Name: |  |
| Project Owner’s **Current** Phone Number: |  | Project Owner’s **Current** E-mail Address: |  |

**Evaluation Criteria Form: Similar Projects and Past Performance**

***(continued)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project #4 Name:** |  | | |
| Description. |  | | |
| Key Personnel (to include personnel titles and specific project tasks). |  | | |
| Number of Change Orders (not requested by the Project Owner). |  | | |
|
| Construction Contract Value: |  | Project Owner Name: |  |
| Project Owner’s **Current** Phone Number: |  | Project Owner’s **Current** E-mail Address: |  |

**Evaluation Criteria Form: Similar Projects and Past Performance**

***(continued)***

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| --- | --- | --- | --- |
| **Project #5 Name:** |  | | |
| Description. |  | | |
| Key Personnel (to include personnel titles and specific project tasks). |  | | |
| Number of Change Orders (not requested by the Project Owner). |  | | |
|
| Construction Contract Value: |  | Project Owner Name: |  |
| Project Owner’s **Current** Phone Number: |  | Project Owner’s **Current** E-mail Address: |  |

**Opinions of Probable Construction Cost (OPCC) Table**

**Evaluation Criteria Form: Similar Projects and Past Performance**

***(continued)***

1. Using the table within the Evaluation Criteria form, provide project information for the five (5) projects submitted in section 1) of this criteria, as well as three (3) additional projects that the prime has been involved, as it relates to the accuracy of the OPCC and change orders, comparing the 100% design phase estimate to approved construction awards.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name** | **100% OPCC – Engineer’s Estimate** | **Low Responsive Bidder – Contract Award** | **Percent Diff. between OPCC and Low Bid** | **Number of Bidders** | **Average of all other Bids** | **Const. Start Date** | **Const. Finish Date** | **Total Number Change Orders** | **Total Change Orders Cost** | **Change Orders as % of Contract Award** |
| Project 1 | $ | $ | % |  | $ |  |  |  | $ | % |
| Project 2 | $ | $ | % |  | $ |  |  |  | $ | % |
| Project 3 | $ | $ | % |  | $ |  |  |  | $ | % |
| Project 4 | $ | $ | % |  | $ |  |  |  | $ | % |
| Project 5 | $ | $ | % |  | $ |  |  |  | $ | % |
| Project 6 | $ | $ | % |  | $ |  |  |  | $ | % |
| Project 7 | $ | $ | % |  | $ |  |  |  | $ | % |
| Project 8 | $ | $ | % |  | $ |  |  |  | $ | % |