**Attachment II**

**Evaluation Criteria Details and Requirements**

*Respondents not providing a response to each of the criteria listed in this attachment may be considered non-responsive and ineligible for consideration.*

| **Evaluation Criteria** | **Points** | **Description** | **Response Format/Page Limits** | **Submission Reminders** |
| --- | --- | --- | --- | --- |
| Team Experience and Qualifications | 30 | 1. Provide an organizational chart:    * Identify all proposed Key Personnel (including Respondent’s personnel), as well as Key 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/ biosolids handling, legal/contracts, regulatory, etc.), Lead Estimator, Lead Process Modeling, Lead Renewable Energy Market Specialist, etc. | 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 (maximum) resume for up to (5) Key Personnel. 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 (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 similar and 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, 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. Describe, in a table matrix, the role of the Respondent and the proposed Subconsultants for the Project as requested in the table. | Fillable Forms | * 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, years of experience and geographic location 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 the information requested in the tables for three (3) relevant projects similar in complexity, size, and cost to the Project that have been completed in the last ten (10) years in which Respondent has performed services similar to those sought in this RFQ. A minimum of two (2) of the three (3) projects shall be/have been performed by the Respondent. A maximum of one (1) of the three (3) projects may have been performed by Key Subconsultant (or by Respondent if no Key Subconsultant is proposed). The proposed personnel in a leading role (e.g., QA/QC, Technical, Estimator, Process Modeling, Renewable Market Specialist, etc.) shall have participated in at least two (2) of the three (3) projects submitted. Other Key Personnel shall have participated in at least one (1) of the three (3) projects. This list, at a minimum, shall include:  * Names of clients and location (city/state). * Reference contact to include names, titles, email address, 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 and relevant to the Project. * 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. |
| 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 study and contract implementation) schedule listing the proposed tasks and their proposed durations. Assume a study start date of July 2024 and contract implementation completion of about 9-12 months (refer to Project Charters and Maps, Project Schedule). | One (1) page limit use/11” x 17” Exhibit size is acceptable | Exhibit counts towards maximum page limit stated in IV.B.3 and IV.B.5. |
| 1. Provide responses to the following:  * Understanding of the Project related issues and difficulties (future projects and biosolids projections considerations), and solutions proposed. * Describe the approach utilized to incorporate lessons learned from other similar projects into this project. * Describe Respondent’s view of “state of the art” conditions related to optimal biogas use and future business opportunities in compliance with long-term low-carbon strategies and policies. * Describe approach for coordinating with regulatory and permitting agencies to ensure buy-in and approval (review of Air Permit by Rule adherence) * Describe approach to becoming familiar with local, regional, state, and national market conditions influencing the marketing for biogas beneficial use. * Discuss approach for raising the visibility of the Project and attracting interest for a biogas beneficial use contract with SAWS. * Discuss approach for coordinating with vendors and suppliers to assist in providing estimates of equipment and materials during the study phase for use in developing alternatives and recommendations. * Discuss approach for coordinating with SAWS staff and other Consultants on concurrent projects directly related to the Project. | Three (3) page limit |  |
| 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 will be identified, tracked, and resolved. * Describe how the independent QA/QC team will review the Project’s deliverables to ensure the Project is of high quality, implementable, and cost-effective. * Describe how the accuracy and completeness of planning level OPCCs are derived in accordance with AACE’s Recommended Practices 17R-97 and 56R-08. | One (1) page limit |  |
| Small  Business Opportunities Program (SBOP)  Participation | 15 | 1. Complete Attachment D, the Good Faith Effort Plan, in its entirety. Self-performance and Subconsulting may be used to achieve the aspirational Small Business Opportunities Program (SBOP) goal. SMWB-certified Proposers and/or Subconsultants must be certified by the South Central Texas Regional Certification Agency or the Texas Historically Underutilized Business (HUB) Program. Eligible firms (including MBEs and WBEs) must be certified as a Small Business Enterprise (SBE) or HUB, must perform a commercially useful function on the Project, and must have an established place of business in one of the following Texas counties in order to be counted for SBOP points: Bexar, Comal, Guadalupe, Hays, Kendall, Travis, or Williamson. Please see the Good Faith Effort Plan for definitions of terms. All Proposers, whether SMWB-certified or not, may earn the maximum number of SBOP points. | 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 the Project.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Respondent’s and Proposed Sub-consultants Role on this Project**  ***(e.g., permitting, electrical engineering, I&C engineering, site/civil engineering, treatment processes, biosolids handling, contracts, 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 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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**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.*

Provide a list of three (3) relevant projects similar in complexity, size, and cost to the **Project (also referred to as “Study”)** in this RFQ that have been completed in the last fifteen (10) years in which Respondent has performed services similar to those sought in this RFQ. A minimum of two (2) of the three (3) projects shall be/have been performed by the Respondent. A maximum of one (1) of the three (3) projects may have been performed by Key Subconsultant (or by Respondent if no Key Subconsultant is proposed).

|  |  |
| --- | --- |
| **Project No. 1 Name:** |  |
| **Project Performed by Respondent or Key Subconsultant:** |  |
| 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 |
| Study Contract NTP |  |
| Study Duration in Months (from Contract Award) |  |
| Study 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) |  |
| Additional scope request during project implementation  Final Study Contract Value $ |  |

**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

|  |  |
| --- | --- |
| **Project No. 2 Name:** |  |
| **Project Performed by Respondent or Key Subconsultant:** |  |
| 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 |
| Study Contract NTP |  |
| Study Duration in Months (from Contract Award) |  |
| Study 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) |  |
| Additional scope request during project implementation  Final Study Contract Value $ |  |

**Attachment III**

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

|  |  |
| --- | --- |
| **Project No. 3 Name:** |  |
| **Project Performed by Respondent or Key Subconsultant:** |  |
| 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 |
| Study Contract NTP |  |
| Study Duration in Months (from Contract Award) |  |
| Study 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) |  |
| Additional scope request during project implementation  Final Study Contract Value $ |  |