**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.*

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

1. **Team Qualifications and Experience (15 Points)**
2. **Organizational Structure and Key Information of the Prime Contractor**

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

1. Provide current business organizational structure and type of business structure.

1. Provide total number of employees and annual company revenues as of December 31, 2019.

1. Provide the Debarment history for the company for the last ten (10) years.

1. Provide any litigation, arbitration, and claims history for the last ten (10) years and any litigation, arbitration, and claims history with SAWS regardless of the year they occurred.

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

1. Provide a clear description of the proposed team identifying 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.

1. Provide a 1-page organizational chart that describes the composition of the team for this project. The chart shall include proposed Key Personnel for 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.

1. Provide a clear description of the proposed team’s Key Personnel roles and responsibilities, including Key Personnel from Key Subcontractor(s).

1. **Qualifications and Experience of Key Personnel Proposed for this Project**

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

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

Provide resumes, not to exceed one (1) page per person, for Key Personnel for the Prime Contractor and Key Subcontractor(s) identified on the organizational chart 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 Personnel for the Prime Contractor have been included

[ ]  Resumes for all Key Personnel for 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

[ ]  Resumes for all Key Personnel for the Subcontractors have been included

[ ]  Resumes for all Key Personnel for the Subcontractors have been identified on the organizational chart

[ ]  Resumes for all Key Personnel for the Subcontractors do no exceed one (1) page each

[ ]  All resumes provided include the following information:

* Name, title, education
* Number of years of total professional experience
* Number of years/months with current firm
* Number of years/month of experience in proposed role for this project
* Description of professional qualifications (to include degrees, licenses, certifications, and associations)
* Brief overview of professional experience.
* Detailed description of capabilities and experience relevant to this project, see Section B – Summary of Work.
* Similar completed projects with brief description of how the project is similar in similar size, scope, and complexity to the work described in Section B – Summary of Work. For each project included in each resume, please clearly identify the role assumed and whether the project is with current firm or part of the person’s past professional experience.
* List of all other active projects the team member is assigned to for the duration of the Project, to include the phase and percentage of time allocated to each of the other projects.
1. **Safety Information for Prime Contractor and Key Subcontractor(s)**
2. Provide records showing Total Recordable Incident Rate (TRIR) for each year for the past five (5) years for the Prime Contractor and Key Subcontractor(s).

1. Provide records showing the company’s Experience Modification Rate (EMR) for the past three (3) years for the Prime Contractor and Key Subcontractor(s).

1. List any fatalities in the company’s safety history for the Prime Contractor and Key Subcontractor(s).

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

1. **Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget (15 Points)**
2. **Prime Contractor On-time Completion on Similar Projects in the Past Ten (10) Years**
3. *Using the tables provided:*

List and describe three (3) completed projects within the last ten (10) years of similar size, scope, and complexity to the work described in the Contract Documents for this Project. Respondents should provide references with contact information to include a correct and accurate, recently verified email and telephone number for each project listed.

**If valid contact information is not provided, the project will not be considered and the Respondent’s score for this criteria may be reduced and/or Respondent’s proposal may be deemed non-responsive.**

***Project #1***

|  |  |
| --- | --- |
| **Project Name:** |       |
| Owner name and contact information to include a valid, recently verified email and telephone number for Project Manager: |       |
| Role served by the proposed Key Personnel on the project |       |
| Original bid/price and final construction in place costs: |       |
| Project is within the last ten (10) years: | [ ]  Yes [ ]  No |
| Project has similar size, scope, and complexity to the work described in the Contract Documents: | [ ]  Yes [ ]  No |
| Project description and why it is comparable to the size, scope and/or complexity for this item: |       |
| Total costs for all change orders, as well as an explanation regarding the reason for specific change orders: |       |
| Construction Contract Notice to Proceed (NTP) Date: |       |
| Identify whether the project was completed on-time and within budget: | [ ]  Yes [ ]  No |
| Original Contract Time (specify Calendar Days or Working Days): |       |
| Contract Substantial Completion Date and Actual Substantial Completion Date: |       |
| Original Contract Completion Date and Actual Completion Date: |       |
| Actual number of days beyond the original contract: |       |
| Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Prime Contractor’s responsibilities, provide a short explanation of each. |       |
| The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate. |       |

***Project #2***

|  |  |
| --- | --- |
| **Project Name:** |       |
| Owner name and contact information to include a valid, recently verified email and telephone number for Project Manager: |       |
| Role served by the proposed Key Personnel on the project |       |
| Project is within the last ten (10) years: | [ ]  Yes [ ]  No |
| Project has similar size, scope, and complexity to the work described in the Contract Documents: | [ ]  Yes [ ]  No |
| Original bid/price and final construction in place costs: |       |
| Project description and why it is comparable to the size, scope and/or complexity for this item: |       |
| Total costs for all change orders, as well as an explanation regarding the reason for specific change orders: |       |
| Construction Contract Notice to Proceed (NTP) Date: |       |
| Identify whether the project was completed on-time and within budget: | [ ]  Yes [ ]  No |
| Original Contract Time (specify Calendar Days or Working Days): |       |
| Contract Substantial Completion Date and Actual Substantial Completion Date: |       |
| Original Contract Completion Date and Actual Completion Date: |       |
| Actual number of days beyond the original contract: |       |
| Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Prime Contractor’s responsibilities, provide a short explanation of each. |       |
| The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate. |       |

***Project #3***

|  |  |
| --- | --- |
| **Project Name:** |       |
| Owner name and contact information to include a valid, recently verified email and telephone number for Project Manager: |       |
| Role served by the proposed Key Personnel on the project |       |
| Project is within the last ten (10) years: | [ ]  Yes [ ]  No |
| Project has similar size, scope, and complexity to the work described in the Contract Documents: | [ ]  Yes [ ]  No |
| Original bid/price and final construction in place costs: |       |
| Project description and why it is comparable to the size, scope and/or complexity for this item: |       |
| Total costs for all change orders, as well as an explanation regarding the reason for specific change orders: |       |
| Construction Contract Notice to Proceed (NTP) Date: |       |
| Identify whether the project was completed on-time and within budget: | [ ]  Yes [ ]  No |
| Original Contract Time (specify Calendar Days or Working Days): |       |
| Contract Substantial Completion Date and Actual Substantial Completion Date: |       |
| Original Contract Completion Date and Actual Completion Date: |       |
| Actual number of days beyond the original contract: |       |
| Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Prime Contractor’s responsibilities, provide a short explanation of each. |       |
| The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate. |       |

1. A minimum of two (2) of the three (3) projects listed above must have been performed by proposed Key Personnel (Project Manager, Project Engineer, Lead Surveyor, Quality Assurance and Quality Control Lead, Project Scheduler, Project Superintendent, Tunneling Superintendent(s), Tunnel Boring Machine (TBM) Operators, and Safety Manager) for this Project.
	* If Respondent has SAWS experience, at a minimum, one (1) SAWS project of similar size, scope, and complexity must be included in the list of three (3) projects provided.
2. *Using the tables provided:*

The Respondent shall also list all current and recently completed 2-pass tunnel, with 54-inch or larger carrier pipe installed via Tunnel Boring Machine (TBM), gravity pipeline projects performed in the last five (5) years. Respondent shall provide the following information for each project:

***Project #1***

|  |  |
| --- | --- |
| Project Name: |  |
| Owner Name: |  |
| Corresponding Key Personnel and/or workforce for this project: |  |
| Date of Notice to Proceed: |  |
| Original Contract Time (calendar days or working days): |  |
| Original Contract Completion Date: |  |
| Actual Contract Completion Date (if not complete, provide % complete based on Contract Time): |  |
| Original Bid Price / Price Proposal: |  |
| Final Construction In-Place Cost (if not complete, provide % complete based on Contract Value and most recent application for payment): |  |
| Was the project completed on-time? | [ ]  Yes [ ]  No |
| Was the project completed within budget? |  |
| If the project did not meet schedule or budget, please provide explanation: |  |

***Project #2***

|  |  |
| --- | --- |
| Project Name: |  |
| Owner Name: |  |
| Corresponding Key Personnel and/or workforce for this project: |  |
| Date of Notice to Proceed: |  |
| Original Contract Time (calendar days or working days): |  |
| Original Contract Completion Date: |  |
| Actual Contract Completion Date (if not complete, provide % complete based on Contract Time): |  |
| Original Bid Price / Price Proposal: |  |
| Final Construction In-Place Cost (if not complete, provide % complete based on Contract Value and most recent application for payment): |  |
| Was the project completed on-time? | [ ]  Yes [ ]  No |
| Was the project completed within budget? |  |
| If the project did not meet schedule or budget, please provide explanation: |  |

***Project #3***

|  |  |
| --- | --- |
| Project Name: |  |
| Owner Name: |  |
| Corresponding Key Personnel and/or workforce for this project: |  |
| Date of Notice to Proceed: |  |
| Original Contract Time (calendar days or working days): |  |
| Original Contract Completion Date: |  |
| Actual Contract Completion Date (if not complete, provide % complete based on Contract Time): |  |
| Original Bid Price / Price Proposal: |  |
| Final Construction In-Place Cost (if not complete, provide % complete based on Contract Value and most recent application for payment): |  |
| Was the project completed on-time? | [ ]  Yes [ ]  No |
| Was the project completed within budget? |  |
| If the project did not meet schedule or budget, please provide explanation: |  |

***Project #4***

|  |  |
| --- | --- |
| Project Name: |  |
| Owner Name: |  |
| Corresponding Key Personnel and/or workforce for this project: |  |
| Date of Notice to Proceed: |  |
| Original Contract Time (calendar days or working days): |  |
| Original Contract Completion Date: |  |
| Actual Contract Completion Date (if not complete, provide % complete based on Contract Time): |  |
| Original Bid Price / Price Proposal: |  |
| Final Construction In-Place Cost (if not complete, provide % complete based on Contract Value and most recent application for payment): |  |
| Was the project completed on-time? | [ ]  Yes [ ]  No |
| Was the project completed within budget? |  |
| If the project did not meet schedule or budget, please provide explanation: |  |

***Project #5***

|  |  |
| --- | --- |
| Project Name: |  |
| Owner Name: |  |
| Corresponding Key Personnel and/or workforce for this project: |  |
| Date of Notice to Proceed: |  |
| Original Contract Time (calendar days or working days): |  |
| Original Contract Completion Date: |  |
| Actual Contract Completion Date (if not complete, provide % complete based on Contract Time): |  |
| Original Bid Price / Price Proposal: |  |
| Final Construction In-Place Cost (if not complete, provide % complete based on Contract Value and most recent application for payment): |  |
| Was the project completed on-time? | [ ]  Yes [ ]  No |
| Was the project completed within budget? |  |
| If the project did not meet schedule or budget, please provide explanation: |  |

1. The Respondent shall provide a list of all projects currently under construction in which Key Personnel are involved, as identified in the organizational chart provided in the response for this RFCSP, and the expected completion date that demonstrates Respondent’s ability to start and complete the work required by the project.

1. Explain how Respondent will complete the project within the schedule taking into account the existing commitments identified in 2.a.iv.

1. **Key Subcontractors Performance on Similar Projects in the Past Ten (10) Years**

*Using the tables provided:*

1. Provide a list of two (2) projects that the identified Key Subcontractors’ Project Manager and/or Project Superintendent(s) participated in that were of similar size, scope, and complexity to the work described in the Contract Documents that have been completed within the last ten (10) years. Describe the role served by the proposed staff on those projects.
2. If Prime Contractor is planning to self-perform the Work in accordance with the Contract Documents and no Key Subcontractor(s) have been identified in the Response, Respondent shall provide a list of two (2) additional projects that were of similar scope to the Work that would have been performed by a Key Subcontractor and that have been completed within the last ten (10) years. Prime Contractor’s Key Personnel shall have participated in at least one (1) of the two (2) projects listed. Describe the role served by the proposed staff on those projects.

**If valid contact information is not provided, the project will not be considered and the Respondent’s score for this criteria may be reduced and/or Respondent’s proposal may be deemed non-responsive.**

***Key Sub-Contractor Performance Project #1***

|  |  |
| --- | --- |
| **Project Name:** |       |
| Identify if the Project was performed by **Sub-Contractor** or if Prime Contractor **Self-Performed** |       |
| Owner name and contact information to include a valid, recently verified email and telephone number for Owner Project Manager: |       |
| Role served by the proposed Key Personnel on the Project: |       |
| Project is within the last ten (10) years: | [ ]  Yes [ ]  No |
| Key Sub-Contractor(s) involved in this Project were identified on the organizational chart: | [ ]  Yes [ ]  No |
| Project has similar size, scope, and complexity to the work described in the Contract Documents: | [ ]  Yes [ ]  No |
| Project description and why it is comparable to the size, scope and/or complexity for this item:  |       |
| Original bid/price and final construction in place costs: |       |
| Total costs for all change orders, as well as an explanation regarding the reason for specific change orders: |       |
| Construction Contract Notice to Proceed (NTP) Date: |       |
| Identify whether the Project was completed on-time and within budget:  |       |
| Original Contract Time (specify Calendar Days or Working Days): |       |
| Contract Substantial Completion Date and Actual Substantial Completion Date: |       |
| Original Contract Completion Date and Actual Completion Date:  |       |
| Actual number of days beyond the original contract: |       |
| Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Key Sub-Contractor’s error, fault, or responsibilities, provide a short explanation of each. |       |
| The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate. |       |

***Key Sub-Contractor Performance Project #2***

|  |  |
| --- | --- |
| **Project Name:** |       |
| Identify if the Project was performed by **Sub-Contractor** or if Prime Contractor **Self-Performed** |       |
| Owner name and contact information to include a valid, recently verified email and telephone number for Utility/Owner Project Manager: |       |
| Role served by the proposed Key Personnel on the Project: |       |
| Project is within the last ten (10) years: | [ ]  Yes [ ]  No |
| Project has similar size, scope, and complexity to the work described in the Contract Documents: | [ ]  Yes [ ]  No |
| Project has similar size, scope, and complexity to the work described in the Contract Documents: | [ ]  Yes [ ]  No |
| Project description and why it is comparable to the size, scope and/or complexity for this item:  |       |
| Original bid/price and final construction in place costs: |       |
| Total costs for all change orders, as well as an explanation regarding the reason for specific change orders: |       |
| Construction Contract Notice to Proceed (NTP) Date: |       |
| Identify whether the Project was completed on-time and within budget:  |       |
| Original Contract Time (specify Calendar Days or Working Days): |       |
| Contract Substantial Completion Date and Actual Substantial Completion Date: |       |
| Original Contract Completion Date and Actual Completion Date:  |       |
| Actual number of days beyond the original contract: |       |
| Actual number of days added through change orders. If Contract time extensions were added to the contract as a result of Key Sub-Contractor’s error, fault, or responsibilities, provide a short explanation of each. |       |
| The recovery schedule/plan and implementation of such, if it was required. If a recovery/plan schedule was implemented, describe whether the project was successfully brought back on schedule. Please discuss, as necessary and deemed appropriate. |       |

***END OF QUALITY, REPUTATION, AND ABILITY TO DELIVER PROJECTS ON SCHEDULE AND WITHIN BUDGET CRITERIA***

1. **Project Approach, Delivery Schedule, and Availability (30 Points)**
2. **Project Approach**
3. Provide a narrative of the project approach describing how the Respondent will complete this project. Include key milestones, specific critical processes and critical path items, phases and/or sequencing, permits, approvals, and procurements anticipated to complete the project work. Identify potential risks and describe proposed mitigation measures to ensure on-time completion of the Project.

1. Explain how Respondent will contact and coordinate with key stakeholders (i.e. Lackland Air Force Base / Joint Base San Antonio, property owners, and business owners) being impacted by the Project.

1. Describe the Respondent’s approach for securing permits (e.g., ROW, SWPPP, etc.) and/or complying with permit requirements for which SAWS is the permit holder (TXDOT including traffic control, CoSA Tree Permit, CoSA Floodplain, USACE, etc.).

1. Provide any innovative ideas for cost savings (due to method or duration) for this project.

1. Provide a quality management plan describing how the Prime Contractor will ensure that the necessary steps, safeguards, subcontractor oversight, Quality Assurance/Quality Control processes, and document controls will be implemented in a rigorous manner as to ensure the completeness, workmanship, accuracy, and successful completion of the Project.

**b. Project Schedule, Procurement of Long-Lead Items, and Unforeseen Conditions**

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

1. Provide a critical path method (CPM) schedule in Primavera or Microsoft Project. The proposed project schedule shall take the following into consideration.
* The anticipated Notice to Proceed (NTP) for this Project is July 13, 2020. Respondent shall use this date for developing the proposed project schedule.
* Include contractual milestones, limitations, and completion as described within the Contract Documents. Include any prescribed dates as schedule milestones.
* Include any long lead procurement items, including the Tunnel Boring Machines (TBM), as a schedule task.

*Use separate sheet(s), title “Project Approach including Delivery Schedule – CPM Milestone Schedule” inserted immediately following this Section. 11” x 17” paper is permitted.*

1. Provide a description of the project approach for procuring long-lead items, as well as for ensuring critical path items will be addressed adequately.

1. Provide details for the Tunnel Boring Machines (TBM) procurement, refurbishment and delivery.

1. From past project experience, list and describe any instances in which the Contractor had encountered unforeseen conditions (differing site conditions, groundwater, equipment failure, obstructions, etc.)

*As part of the criteria, use the check boxes below as a checklist to help ensure guidelines are met.*

Was a recovery plan required?

[ ]  Yes [ ]  No

Describe the nature of the issue and whether it was promptly resolved or resulted in the Respondent being asked to demobilize.

1. Describe the Respondent’s approach towards mitigating and managing risk with unforeseen conditions should they be encountered during the construction of this Project.

**SAWS 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 this criteria being reduced and/or Respondent’s proposal deemed non-responsive.**

**c. Availability of Key Personnel and Equipment**

1. Describe availability of Key Personnel and equipment that will be specifically utilized for this project.

1. Provide summary details for the two (2) Tunnel Boring Machines (TBM) specifically intended to be used on this project. In describing the proposed equipment at a minimum provide: manufacturer, model, proposed cutter head configuration, capabilities (horsepower, torque and thrust), current status and location, and any other data pertinent to demonstrate excavation capability for this project, as described in the Geotechnical Baseline Report. Include examples of prior use on projects with similar ground conditions. Indicate whether the equipment is owned or to be leased by the Respondent and/or Subcontractors. If the equipment is to be leased, attach a copy of the lease agreement. Provide specific details regarding any necessary refurbishment needs and anticipated schedule prior to shipment to the project sites.

1. Corresponding with the organization chart provided, list the available workforce for the various disciplines required for this project including the number of work crews, and number of personnel for each skill classification proposed to complete the work.

***END OF PROJECT APPROACH, delivery schedule, and availability SCHEDULE CRITERIA***