**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., treatment process, hydraulic modeling, electrical engineering, I&C engineering, structural engineering, mechanical engineering, site/civil engineering, demolition, permitting, constructability, cost estimating, etc.)*** | **Respondent** | **Sub 1:** | **Sub 2:** | **Sub 3:** | **Sub 4:** | **Sub 5:** | **Sub 6:** | **Sub 7:** | **Sub 8:** |
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**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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**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 detailed information for the three (3) relevant projects similar in complexity, size, and cost to the Project in this RFQ that have been completed in the last fifteen (15) 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 |
| 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 |  |

**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 |
| 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 |  |

**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 |
| 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 |  |

**Evaluation Criteria Forms**

*(continued)*

**Similar Projects and Past Performance**

**OPCC Table**

Using the table below, provide cost information for the three (3) projects submitted as part of Similar Projects and Past Performance section of the Evaluation Criteria Details and Requirements, as it relates to the accuracy of the OPCC, comparing the Engineer’s 100% Design/Bid estimate to approved construction contract awards.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name** | **Final  Estimate (100% OPCC)** | **Low Responsible Bidder or Best Value to System – Construction Contract Award Value** | **% Difference between OPCC and Construction Contract Award** | **Number of Bidders** | **Average of All Other Bids / Prices** | **Total Value of All Change Orders** | **Change Orders as % of Construction Contract Award** |
| Project 1 | $ | $ | % | # | $ | $ | % |
| Project 2 | $ | $ | % | # | $ | $ | % |
| Project 3 | $ | $ | % | # | $ | $ | % |