

## EVALUATION OF PROPOSALS

The City will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this Request for Competitive Sealed Proposals within 45 days of receipt of the proposals. The City will appoint a selection committee to perform the evaluation. Each proposal will be analyzed to determine overall responsiveness and consideration will be given to a combination of price and other factors such that the City may determine which firm's offer will provide the best value to the City. If the City elects to conduct interviews of one or more respondents in connection with this solicitation, those respondents will be notified in writing and a meeting date will be scheduled. The following evaluation criteria will be used in recommending award of this Contract:

<b>A. Background, Experience, Qualifications of Prime Firm and Key Personnel</b>	<b>35%</b>
<b>B. Project Understanding and Approach and Proposed Plans</b>	<b>25%</b>
<b>C. Price Proposal</b>	<b>20%</b>
<b>D. Small Business Enterprise Development Advocacy (SBEDA) Policy compliance</b>	<b>20%</b>

**A. Background, Experience, Qualifications of Prime Firm and Key Personnel - 35%**

**Narrative, 030 General Questionnaire form and other data:** In a narrative format and utilizing the project sheets requested below, discuss the background and past performance, experience and qualifications of the Prime Firm and key team personnel in providing similar construction-contracting work.

Respondents must complete the 030 General Questionnaire Form fully and completely as the information provided on that form shall also be considered as part of the evaluation criteria.

Other data may be considered which is available to the City as a result of prior City contracts or through references including, but not limited to:

- (1) Number of Terminations, Defaults, Claims and Disputes;
- (2) Record of projects which have required bonding company involvement;
- (3) Number of suits filed directly or in association by Respondent;
- (4) Number of suits filed against Respondent directly or in association;
- (5) Ability of Respondent to remain on schedule; proper and timely coordination of all trades and personnel for completing projects; record of projects which have exceeded completion schedule;
- (6) Record of projects which have been assessed liquidated damages;
- (7) Record of warranty call backs and timely response;
- (8) Quality of work completed, demonstration of excellence in Workmanship, customer satisfaction;
- (9) Cooperation with Design Team and Owner;
- (10) Safety record demonstrated, lost time accidents;
- (11) CIMS Contractor Scorecard (if available).

**Project Sheets:** Utilizing one sheet per project, identify at least three (3) comparable projects on which the Prime Contractor has participated. For each highlighted project, the project sheet should include (at a minimum) the following:

- 1) Description of the project;
- 2) Photograph of project;
- 3) Project's original estimate of construction cost and final construction cost;
- 4) Project schedule;
- 5) Project Manager;
- 6) Project Superintendent;
- 7) The owner's name and the name of the representative (if different) who served as the day-to-day liaison during the design and construction phases of the project in the following format:

Name of Owner: \_\_\_\_\_

Name of Owner's Representative: \_\_\_\_\_

Representative's Phone Number: \_\_\_\_\_

Representative's E-mail: \_\_\_\_\_

**Proposed Key Personnel:** Provide the names of the following proposed key personnel for this project:

- Proposed Project Manager
- Proposed Project Superintendent

Resumes of key personnel may be included as Attachment A to Respondent's Submittal to include the qualifications, experience and listing of comparable projects completed by the proposed Project Manager and Project Superintendent.

## **B. Project Understanding and Approach and Proposed Plans - 25%**

In a narrative format, Respondent should provide evidence of its understanding of the project and its proposed plan for successful execution of the project. The City will also consider Respondent's evidence of sufficient resources necessary to manage, staff, and successfully perform the work contemplated under this proposal.

1. Project Management Plan – Respondent should discuss its construction management approach and ability to coordinate work with all stakeholders, City personnel, sub-contractors, suppliers, and utility companies. Respondent should include a proposed work plan that demonstrates project understanding. Respondent should describe systems used for planning, scheduling, estimating and managing construction. Respondent should list any special equipment or facilities available to do the required work accurately and expeditiously;
2. Respondent shall provide a detailed Organizational Chart (labeled as Attachment B in Respondent's Submittal) that includes the names and roles of all proposed personnel and the proposed percentage of each person's commitment to this project;
3. Quality Assurance Plan – provide a quality assurance plan that includes names and roles of personnel responsible for quality assurance and control;

4. Dispute Resolution Plan – briefly describe the firm or team members’ experience with dispute resolution and provide an example from previous project experience where project issues were satisfactorily resolved;
5. Safety Management Plan – provide a plan for safety management on this project site. Provide the firm’s safety record for the past three years.

**C. Proposed Price - 20%**

The City will evaluate Respondent’s proposed price for base proposal and all accepted alternate(s), if any. The proposal with the lowest price total including the base proposal and all alternates that are planned to be accepted will receive (20) points. The other proposals will receive a percentage of the 20 points based on a comparison with the lowest priced proposal.

**Example:**

<b>RESPONDENT:</b>	<b>PROPOSAL AMOUNT (INCLUDING ACCEPTED ALTERNATES):</b>	<b>CALCULATION:</b>	<b>POINTS EARNED:</b>
<b>A</b>	<b>\$3,300,000</b>	<b><math>(\\$2,800,000/\\$3,300,000) \times 20</math></b>	<b>17.00</b>
<b>B</b>	<b>\$3,000,000</b>	<b><math>(\\$2,800,000/3,000,000) \times 20</math></b>	<b>18.60</b>
<b>C</b>	<b>\$2,800,000</b>	<b><math>(\\$2,800,000/\\$2,800,000) \times 20</math></b>	<b>20.00</b>
<b>D</b>	<b>\$3,400,000</b>	<b><math>(\\$2,800,000/\\$3,400,000) \times 20</math></b>	<b>16.40</b>
<b>E</b>	<b>\$3,350,000</b>	<b><math>(\\$2,800,000/\\$3,350,000) \times 20</math></b>	<b>16.80</b>

**D. Small Business Economic Development Advocacy Program (SBEDA) - 20%**

The current SBEDA policy, per Ordinance 2007-04-12-0396, provides for evaluation criteria for Alternative Construction Delivery Methods (ACDM), to include: Design/Build; Competitive Sealed Proposal; and, Construction Manager at Risk. The SBEDA evaluation criteria is designed to promote the utilization of Small, Minority, Women and African-American-Owned businesses by prime contractors bidding City projects.

The SBEDA scoring includes 20% (20 points on a 100 point scale) for consideration of local status, small business status, small business outreach and performance in achieving SBEDA goals. This section incorporates criteria to evaluate a respondent’s local economic impact and replaces the local business enterprise evaluation points. It also establishes evaluation criteria for a respondent’s Emerging-Diversity initiative. Emerging-Diversity is a business teaming program to provide opportunities for local Small, Minority, Women and African-American-Owned Businesses. Respondents will be required to identify teaming opportunities for small businesses within the construction project. The Respondent’s demonstrated commitment to Small Business Economic Development Advocacy -- must provide a narrative statement (in lieu of a Good Faith Effort Plan) based on the following evaluation criteria describing the

commitment to achieve the City's small business goals. Evaluation of the Respondent's narrative statement will be worth a total of twenty percentage points.

ECONOMIC IMPACT (Up to 5 points)

- Local resources, to include, local suppliers, equipment providers, subcontractors;
- Firms' principal office and the home office location of key staff on this project;
- Headquartered or has local branch office in San Antonio;
- Identify local (presently living in or relocating to San Antonio) versus non-local staffing of your team, and the percent of their work expected to be done locally.

SBEDA EXPERIENCE (Up to 5 points)

Up to five percentage (5%) points based on Respondent's previous experience in implementing a similar small business program in project(s) for the last 3-5 years (Public and/or Private) as follows:

- Respondent has implemented a small business type program and attained the contracting goals specified by the client;
- Respondent has implemented a successful small business program in a private sector project;
- Respondent has a policy supporting the use of small, minority and women-owned businesses in their own contracting program;
- Respondent has demonstrated experience in using small businesses in all contracting opportunities;
- Respondent's small business program has received recognition and/or award.

SBEDA UTILIZATION (Up to 5 points)

Up to five percentage (5%) points will be awarded for the extent of Minority, Women, and African-American Owned Business utilization opportunities already identified by Respondent in connection with this Project and whether Respondent has been pro-active in assembling a Pre-Construction Project Team with Minority, Women-Owned and African-American businesses at levels corresponding to the City's Professional Services Contract Category goals identified in Attachment A of Ordinance "2007-04-12-0396." Respondents will be awarded 1 point for each of the following goals attained.

- Minority Business Enterprise (MBE) 31%
- Women Business Enterprise (WBE) 10%
- African-American Business Enterprise (AABE) 2.2%

Up to 2 points may be earned for exceeding goals.

EMERGING-DIVERSITY BUSINESS PLAN (Up to 5 points)

Emerging-Diversity Business plan on eligible projects for Diversity Participation, including but not limited to:

- Plan to package work element into economically feasible units that facilitate diversity participation
- Bonding & Insurance Assistance;

- Negotiating Joint Venture and/or Partnership;
- Quick Pay Agreements;
- Outreach Efforts.

The City expressly reserves the right to reject any or all proposals submitted, to interpret any proposal ambiguities to the City's advantage, or to award the contract to the Respondent who, in the City's opinion, offers the most advantageous proposal under applicable law for the purpose intended by the City.

**End of 045**