

EVALUATION OF PROPOSALS

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. City will appoint a selection committee to perform that 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 City may determine which firm's proposal will provide the best value to City. If 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 two-step evaluation criteria will be used in recommending the award of this Contract:

Evaluation Criteria Summary:	Weighting Phase One Selection:	Weighting Phase Two Selection:
A. History, Background, Experience and Qualifications of Prime Firm and Key Personnel	Maximum 30 Points	Maximum 30 Points will carry over from Phase One
B. Project Understanding and Proposed Approach/Plans	Maximum 25 Points	Maximum 25 Points will carry over from Phase One
C. Local Experience	Maximum 10 Points	Maximum 10 Points will carry over Phase One
D. Price Proposal (Step Two/Short-listed firms only)	N/A	Maximum 35 Points
E. SBEDA Ordinance Compliance Provisions	(Refer to Form 050.01 SBEDA Guidelines for assigned Affirmative Procurement Initiative (API) and required forms)	

The Phil Hardberger Urban Ecology Center is to be a **LEED Silver** (minimum) project. The Evaluation Committee when scoring will take into consideration firms with LEED certification experience on similar projects.

A. History, Background, Experience, Qualifications of Prime Firm and Key Personnel – 30 points

Project Sheets: Utilizing one project sheet per project, identify no more than 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; including level of **LEED certification** obtained, if any;
- 2) Photograph of project;
- 3) Project's original contract amount and final contract amount;
- 4) Contract substantial completion date and date actual substantial completion and explain inconsistencies;
- 5) Project Manager
- 6) Project Superintendent;
- 7) List of major subcontractors for mechanical, electrical, plumbing, fire alarms, site work and foundations;
- 8) The owner's name and the name of the representative (if different) who served as the day-to-day liaison the construction phase 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 and the role they played in the project sheets listed above:

- Proposed Project Manager
- Proposed Project Superintendent

Resumes of Key Personnel shall 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. Indicate in resume **LEED** accreditation and experience obtaining **LEED** certification on similar projects, if applicable.

B. Project Understanding and Approach and Proposed Plans – 25 points

In a narrative format, Respondent shall provide evidence of its understanding of the Project and its proposed plan for successful execution of the **LEED Silver** (minimum) Project. The City also will consider Respondent's evidence of sufficient resources necessary to manage staff and successfully perform the work contemplated under this proposal.

1. **Proposed Construction Management Plan**– Respondent shall discuss its construction management approach and ability to coordinate work with all stakeholders, City personnel, sub-contractors, suppliers and utility companies. Respondent shall include a proposed work plan that demonstrates Project understanding, to include a staffing plan identifying major subcontractors. Respondent shall include and describe systems it will use in planning, scheduling, estimating and managing construction.
2. **Organizational Chart** - 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 Control Plan** – Respondent shall provide a Quality Control Plan that outlines the process to be used to ensure the quality of all work performed;
4. **Dispute Resolution Plan** – Respondent briefly shall describe the firm or team members' experience with dispute resolution and provide an example from previous project experience where project issues satisfactorily were resolved;
5. **Safety Management Plan** – Respondent shall provide a plan for safety management on this Project site. Provide the firm's safety record for the past three years.
6. **LEED Certification:** Respondent shall provide a narrative describing the firm's LEED Certification management plan and approach as it relates to this project.

C. Local Experience – 10 points

City is interested in evaluating the teams' local experience, as may be evidenced by the existence of local offices or previous work performed in the San Antonio and surrounding area, during the past five (5) years. Briefly describe Respondent's experience in the following areas and reference projects relating to that experience:

- San Antonio site development and/or adhering to building code requirements;
- San Antonio area construction costs and practices;
- Public awareness and involvement in project development in the San Antonio area.
- San Antonio environmental conditions and constraints;
- San Antonio water table issues.

D. Proposed Price - 35 points

(Step Two/Short-listed firms)

The City will evaluate Respondent's proposed price for the 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 thirty five (35) points. No points will be given to the Respondent submitting the highest price. Points will be

awarded to the remaining Respondents proportionately based on the difference between the highest and lowest price offered.

Formula: (highest price – price offered by Respondent) / Difference between highest price and lowest price x 35 point max = Score

Example:

RESPONDENT:	PROPOSAL AMOUNT (INCLUDING ACCEPTED ALTERNATES):	CALCULATION:	POINTS EARNED:
A	\$1,000,000	$(\$1,000,000 - \$1,000,000) / \$400,000 \times 35$	0.00
B	\$990,000	$(\$1,000,000 - \$990,000) / \$400,000 \times 35$	0.88
C	\$980,000	$(\$1,000,000 - \$980,000) / \$400,000 \times 35$	1.75
D	\$950,000	$(\$1,000,000 - \$950,000) / \$400,000 \times 35$	4.38
E	\$900,000	$(\$1,000,000 - \$900,000) / \$400,000 \times 35$	8.75
F	\$800,000	$(\$1,000,000 - \$800,000) / \$400,000 \times 35$	17.50
G	\$650,000	$(\$1,000,000 - \$650,000) / \$400,000 \times 35$	30.63
H	\$600,000	$(\$1,000,000 - \$600,000) / \$400,000 \times 35$	35.00

E. SBEDA Ordinance Compliance Provisions

Please refer to Solicitation Form 011 and 050.01 for SBEDA requirements.

For Step One, all Respondents are required to submit a completed and signed “Subcontractor/Supplier Utilization Commitment Form” and any Respondent which fails to submit this signed form will be deemed non-responsive.

The selected firm will be required to submit a signed and completed “Subcontractor/Supplier Utilization Plan” Form.