

**EVALUATION CRITERIA**

If a weight is not indicated for any criterion, contact the ISSUING AGENCY identified in Part A - RFP.

**SECTION I - TECHNICAL PROPOSAL****1. Firm and Team Qualifications****Weight: 15**

1. After thorough review of Part G Work Scope provide response showing specific qualifications, experience and resources that your firm and your team can contribute to accomplish this work. Your response should include the following information:
  - a. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized experience, in-depth training, education or certifications pertinent to the Work Scope, or unique approaches or concepts **relevant to the required services** which your team may use.
  - b. Consider how each type of task may be carried out; define what types of services or interaction are required from/with the Contracting Agency and how your team will accomplish code review and permitting.
  - c. Show how your team will help ensure that the bid phase will result in sufficient reliable contractor pricing and proposals or bids.
  - d. Address whether expressed or implied schedules as indicated in Part G – Scope of Work, are attainable and economically feasible.
2. Consider whether your response is sufficiently explicit. **Define any assumptions made** in formulating this Criteria Response. Express any opinions regarding alternative design considerations that could impact construction costs and schedule.

**2. Management and Methods****Weight: 5**

1. Provide a response that describes the administrative and operational structures that will be used for performing the proposed contract. Your response should include the following information with a graphic depiction, such as an organizational chart, showing responsibilities, identities, lines of authority:
  - a. Who will have overall responsibility for the contract?
  - b. Who will direct responsibility for specific disciplines?
  - c. For any individual who would be in "responsible-charge" (reference AS 08.48) as an Architect or Civil (including Structural), Electrical, Mechanical, or other Engineer, or Land Surveyor, so state and list his/her Alaska professional registration number.
2. Additionally include the following information:
  - a. Identify where the various contract services will be performed and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public. Note that the Contracting Agency will need to review work products in progress and provide feedback, a description of how the team has interfaced and communicated with clients on previous projects is critical.
  - b. Describe the quality assurance procedures, cost and schedule control and program review procedures that your firm and team have historically used and intend to use with this contract.

**3. Business History****Weight: 10**

Response must identify the period of time firms (Offeror and/or Subcontractors) have been in business **under current organization and name**. Discuss any prior work relationships among the firms. Discuss **prior contracts** that were similar to the work proposed by this RFP. Indicate which of the proposed firms and Project Staff were involved in such contracts. For each contract, list the contracting entity and a reference (contact person and a telephone number).

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**4. Proposed Project Staff****Weight: 20**

The following Consultants shall be included by the Offeror to be available as needed for specific projects: **Architectural, Structural, Civil/Survey, Security and Security Hardware, Mechanical and Electrical Engineering, Cost Estimator, and Environmental**. Provide the firm names, location(s), and names of the individuals who will perform the following functions plus any other professional/technical functions you deem essential to perform the services:

1. Contract Management (contract compliance) – Offeror's designated person(s)
2. Project Management (single point-of-contact directly engaged in contract performance) - Offeror
3. Design Leaders (for each discipline) – Offeror and each discipline indicated in this criterion
4. Individual responsible for Construction administration services - Offeror

All personnel acting as a responsible-in-charge for Architectural, Structural, Mechanical and Electrical Engineering require Alaska Registration and must be identified in your proposal. Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract**. A response prepared specifically for this purpose is required. Marketing resumes often include non-relevant information which may detract from the evaluation of proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least 3 professional references (contact persons and telephone numbers) for each person.

**5. Workload and Resources****Weight: 10**

1. Existing and Anticipated Workload. Provide a response which:
  - a. Describes both current and potential time commitments of your proposed Project Staff to all clients;
  - b. Describes the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and
  - c. Demonstrates adequate support personnel, facilities and other resources to provide the services for the projects listed in Part G – Work Scope.
  - d. Lists current contracts with all State of Alaska Contracting Agencies in which your proposed Project Staff are participating. Include information regarding statewide with regions, divisions, etc., of the Contracting Agency.
2. Resources. Provide a response which:
  - a. Briefly address capabilities for providing additional services and/or services under an accelerated schedule. Address capacity to reassign personnel, equipment and facilities whenever the proposed contract would not require such capabilities or was delayed.
  - b. Provide firm names only for the following Subconsultants. These disciplines are not anticipated at this time, but may be required in future years to perform services for this Contract. Provide only Subconsultant firms with which the Offeror has had previous work relationships with, and that the Offerors would work with again, and would recommend to the Contracting Agency based on their previous project history:  
  
**Architectural, Structural, Civil / Survey, Security and Security Hardware, Mechanical and Electrical Engineering, Cost Estimator, and Environmental**
  - c. Note any specialized tools, equipment or facilities that may be of benefit for the services required by this Contract.

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**6. Past Performance****Weight: 15**

Provide 5-10 projects representative of work similar to the services described in Part G, Work Scope. At least three of these projects should be for a similar building type. **NOTE:** Although photos may be included in this response, it may be clearer to limit submitted photos to just those in the Photo Binder, and reference these projects on the binder. Include the following information for each project:

1. Project name and location
2. Contact info for Owner or Owner's Representative
3. Description of projects. Include the type of facility, initial project budget and whether it was new construction or remodel project
4. Role and services provided by team member
5. Name, title and role of personnel used to perform design services
6. Project delivery method used
7. Project schedule
8. Project performance history including adherence to schedule, change order history

**7. Quality of Proposal****Weight: 10**

**Offerors do not respond to this criterion.** Committee members will rate this criterion based on their perception of the clarity, completeness, relevancy to the Contract and Part G – Scope of Work, and to a lesser degree, the presentation of the submittal.

**SECTION II -PREFERENCES****8. Alaska Bidder (Offeror) Preference Ref: 49CFR18.36(c)(2), 2 AAC 12.260(e).****Weight: 10**

To be granted this preference:

**1. Response must certify that Offeror meets the following requirements per AS 36.30.170(b):**

- a. Firm holds a current Alaska Business License;
- b. Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;
- c. Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;
- d. Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.05 or AS 32.11 and all partners are residents of Alaska; and,
- e. If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (a) - (d).

**2. Offeror must designate the Alaska Bidder (Offeror) Preference on page one of Part D.**

- a. Response will be scored: Rating x Number of Evaluators x Weight = Criterion Score. Rating will be as follows.
- b. An Alaska Offeror's preference (i.e. a Rating of 10) will be assigned to the proposal of an Offeror who qualifies as an Alaska bidder using the criteria in (1), above.
- c. No Alaska Offeror's preference (i.e. a Rating of 0) will be assigned to the proposal of an Offeror who does not certify that it qualifies as an Alaska bidder or who does not qualify as an Alaska bidder using the criteria in item 1 above.

**END OF SECTION**

