

No cost information is to be provided with the Proposal. The selection will be based on the Proposal offering the best qualifications to the DEPARTMENT. Cost shall be negotiated with the most qualified firm after conclusion of the evaluation process.

EVALUATION FACTORS

1. Project Team: (30 Points)

- a. Provide an organizational chart which includes all proposed personnel.
- b. List personnel with their years of experience, length of time with their current firm, education, experience, capabilities, and strengths related to their role on the project.
- c. Identify personnel certified as Water Pollution Control Managers, and those trained in inspection and implementation of Storm Water Pollution Prevention Plans (SWPPP).
- d. Describe proposed team's knowledge of and experience with Department policies, manuals, standards, procedures, and other related guidance.
- e. For each key person identified, list at least two comparable projects in which he/she has played a key role comparable to the role they are being proposed for. If a project listed for a key person is the same as one listed in Past Projects, provide just the project name and the role, and time in that role, for the key person. For other projects, also provide the project owner and an owner reference.
- f. Provide a summary of the project team member's experience working together and the experience of the firms on the project team working together on similar projects.

2. Project Approach: (20 Points)

Proposer's approach to identify and implement the project requirements in the Scope of Work.

- a. Describe your team's understanding of the project and associated requirements contained in the Scope of Services.
- b. Discuss consultant personnel teaming with and integrating into the NDOT construction crew structure, interacting with the contractor, partnering and escalating issues
- c. Identify potential complications or difficulties that might be encountered to implement the required services together with suggested resolutions for each.

3. Availability and Capacity: (20 Points)

- a. Demonstrate the anticipated availability of the key personnel for the duration of the project. Specify if the availability of key personnel will change during the project. List the significant projects that key personnel are currently working on or are committed to work on, the percentage of time allocated to each project and the completion date for each project.
- b. Demonstrate the capacity of the project team to meet the needs of the project tasks. Consider the prime consultant's and sub-consultant's depth of staffing and other resources.
- c. Provide a commitment that the proposer will provide key personnel as needed to successfully complete the project.

4. Past Performance: (15 Points)

- a. Briefly describe relevant projects completed by the Project Team by providing the following information for each relevant project.
 - i. Project owner;
 - ii. Description of the services provided by the Project Team
 - iii. List the Project Team members that worked on this project, the duration of their involvement and their role on the project;
 - iv. Dates the services were provided, if the services were provided on schedule and a brief description of any schedule issues;

- v. Original agreement cost for services provided, or portion thereof if sub-consultant, and a brief description of any amendments;
- vi. Original contracted construction cost and a brief description of the final construction cost for the services (if applicable);
- vii. Construction dates (if applicable);
- viii. Describe the notable successes with the services; and
Project owner reference (include: name, current phone number, and title/role during the project).

5. Regional Knowledge: (10 Points)

Describe your project team's knowledge of the project region and identify any potential project impacts to the project from the region or to the region from the project.

6. DBE Goal: 3.0% (5 Points)

Submittal of completed Attachment D - DBE Commitment to Subcontractors, DBE Certificates, and DBE Commitment Letters per Section VII will satisfy a response to this Evaluation Factor, and will not count towards the maximum allowable pages.