



DBOOM Torrance State Hospital RFP Process Summary

January 2015

This presentation is provided for general guidance only.
Proposers must review and follow RFP and
Bulletin requirements in preparing their Proposals.

Proposal Generally

- RFP consists of 3 distinct parts:
 1. **Technical Submission**
 2. **Cost Submission**
 3. **Small Diverse Business Submission**
- Must be separately sealed with the Project Name, Number, Contractor Contact Info on each sealed part.
- See RFP Parts 1 and 2 for specific requirements of each part.
- Cost and SDB Score are combined with Technical Score for an overall Total Proposal Score
- Process should result in award of a Design/Build Contract to Successful Proposer with the Highest Total Proposal Score.

Labels and Tabs

- No requirement on Proposal appearance
- However, differing sections of proposal may be labeled, separated or tabbed for ease of reference.

Compliance with Separations Act

- The Separations Act requires the DBOOM Contractor to bid and award at least one separate contract for the following divisions of work: HVAC, Plumbing and Electrical.
- Once Final Design is approved, the DBOOM Contractor must solicit prices for the HVAC, Plumbing and Electrical scopes of work from all interested parties, and may NOT pre-qualify MEP subcontractors.
 - The Proposer may contact and engage in discussions with any MEP firms up until the Proposal Submission Deadline, but shall have no further contact concerning the Project with any MEP firms that may perform work.
 - The MEP awards shall be made to the bidders who submitted the lowest responsible and responsive bid for each division of work.
- The DBOOM Contractor will be required to submit its MEP Bid Process to DGS for review and acceptance.
 - See Section 1-5 of the RFP for the minimum requirements of the DBOOM Contractor's bidding process and compliance with the Separations Act.

Public Works Employment Verification Act

- Proposers are required to utilize the Federal E-Verify program to verify the employment eligibility of each new employee hired after January 1, 2013 and to submit to DGS a Commonwealth Public Works Employment Verification Form available on the DGS's web site at www.dgs.state.pa.gov
- The Form must be submitted prior to the award of the Contract.

Tech' Submission – Responsiveness Review

- Responsiveness Checklist
 - Appendix F
 - Actual checklist used by DGS for responsiveness review
 - Pay attention to the Mandatory and Non-Mandatory items (i.e., what will disqualify a proposer versus what will result in zero points)

Tech' Submission – Sample Responsiveness Checklist

	Yes	No
Proposer appears on DGS' list of plan holders for the Project		
Non-Collusion Affidavit form and Proposal Signature Page is complete, correct, and notarized.		
If DBC is a Joint Venture:		
Joint Venture Agreement submitted		
Entity Authorization to Enter Into Joint Venture included		
Technical Proposal contains no project specific Cost Submission Information		

Tech' Submission – Sample Responsiveness Checklist Cont.

Bid Bond is:	Yes	No
For Two Hundred Fifty Thousand Dollars		
Completely filled out		
From an authorized Surety		
With original signature from Proposer and Attorney-in-Fact		
Power of Attorney included and signed by Attorney authorized to sign		
Affidavit for use of Required Subcontractors is complete, correct, notarized and signed		

Tech' Submission – Page Limits

<ul style="list-style-type: none"> ■ Project Approach 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Project Approach (10 sheets + 4 single sided 11 x 17) 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Project Organization Chart (2 single sided 11 x 17) 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Project Master Schedule (2 single sided 11 x 17) 		
<ul style="list-style-type: none"> ■ Entity Qualification Forms 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ DBOOM Contractor (10 sheets + 1 sheet/person, 8 person max) 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Mechanical (6 sheets + 1 sheet/person, 4 person max) 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Electrical (6 sheets + 1 sheet/person, 4 person max) 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Builder (GC) (10 sheets + 1 sheet/person, 4 person max) 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Operator (10 sheets + 1 sheet/person, 3 person max) 		
<ul style="list-style-type: none"> ■ Financial Strength 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Creditworthiness, sources of financing, etc. (20 sheets) 		
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Detailed certified financial statement 		

Tech' Submission – Scorers

- **Scoring Committee Members**
 - 5 Commonwealth employees with construction experience
 - Sign Confidentiality and No Conflict of Interest Statements
 - Individually/Independently score each responsive proposal
- **Each Scorer uses Same Scoring Matrix**
 - Matrix is identical to the one published in the RFP
 - Make sure to address each item in the scoring matrix. Refer to Part 2-3 of the RFP and [Appendix G](#) for the items that will be scored by the Committee.
 - **Pay attention to page limits!!!**
 - If a proposer exceed the page limits for any given category, they will not be rejected but will received zero points for the entire category. This can cost a proposer significant points in the scoring where the scores between proposers are close.

Tech' Submission-Scoring

- Once Committee's scores are final, they will be averaged to obtain the raw score.
- Scored using formula described in Part 3 of RFP
- 45% of total proposal points

Cost Submission

- One copy in 1 separately sealed envelope
- Use Cost Submittal Form (Appendix D to the RFP)
- Bid Bond (Appendix B)
 - Properly signed by Proposer and Attorney in Fact
- Power of Attorney (See Bid Bond Instructions in Appendix B)
- Affidavit for Use of Required Sub-Contractors (Appendix B)
- If not submitted properly, the Proposal WILL be rejected as non-responsive
- Refer to the Requirements Checklist (Appendix F) and **Part 2-4** of the RFP

Cost Submission

- Cost Submission Spreadsheet – 4 entries
 - Box F1 – Cost per Unit, provide the unit cost of steam in \$/Mlb
 - Box F2 – Capacity Fee, provide annual cost for capital expenditures
 - Box F3 – O&M Fee, provide annual cost for O&M
 - Box C5 – Buyout, provide the buyout amount for the end of the 20 year period
 - Total Cost Submission \$\$ (Box C8) will be used for scoring
- Scored using formula described in Part 3 of RFP
- 50% of total proposal points

Small Diverse Business Submission

- One (1) copy in separately sealed envelope
- Single Form with % (Appendix E of RFP)
 - No need to submit solicitation
 - No need to identify commitments
 - % applies to all tiers
- Scored using formula described in Part 3 of RFP
- 5% of total proposal points

Successful Proposer

■ Successful Proposer

- Proposer with highest total proposal score will receive a Notice of Selection/Notice of Award
- The Total Proposal Score is based on a combination of the Technical, Cost and SDB score using the formula set forth in Part 3 of the RFP.
- The successful Proposer's Technical Submission, Cost Form and SDB Commitment Form will be posted on the website after the Notice of Selection/Notice of Award is issued.

■ All other Proposers

- Each receive a Notice of Non-Selection

■ DGS will post (without firm names) the Total Technical Score, Cost Information and SDB Score on website.

Proposal Selection

- Summary Sheet will show
 - Technical; Cost; SDB scores
 - Formula will calculate 50/45/5 total scores
 - See Part 3 of the RFP and the Guidelines for specific information on the formula used to calculate the Total Proposal Score.

Summary

- Review Requirements Checklist before submitting Proposal (Appendix F)
- Follow and meet the requirements of the Mandatory portion of the Checklist
- Follow the page limits provided
- Submit a Power of Attorney with Bid Bond
- Use forms provided by DGS in the RFP Appendices
 - Cost Submittal, Bid Bond, Affidavit, SDB Form.

Contract Documents

- The Selected Proposer will be required to execute the following (Appx to RFP):
 - Design Build Contract
 - Energy Service Agreement
 - Ground Lease
- **Please read/review these documents and submit any Requests for Information as indicated in the RFP.**

Request for Proposals

- Questions??

