



Project No. DGS 974-9

US Brig Niagara

Erie, Pennsylvania

RFP Process Summary

May 2015

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

# Proposal Generally

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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.
- Tech, Cost and SDB Scores are combined for an overall Total Proposal Score
- The Design/Build Proposer with the Highest Total Proposal Score will be awarded the DBC Contract.

# Proposal Format-Labels / Tabs

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

# Compliance with Separations Act

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- **The Separations Act (Part 1, Provision 5 of RFP) requires the DBC 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 DBC 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 this Project's 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 DBC will be required to submit its MEP Bid Process to DGS for review and acceptance.**
  - **See Part 1, Section 5(d) of the RFP for the minimum requirements of the DBC's bidding process and compliance with the Separations Act.**

# Scoring Committee

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- **Scoring Committee Members**
  - 5 Commonwealth employees with construction experience
  - Sign Confidentiality and No Conflict 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 Appendix K 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.

# Scoring Committee

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## ■ 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
- Debrief Opportunity – will be told technical score, strong/weak areas

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

# Tech' Submission – Responsiveness Review

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- Responsiveness Review Checklist
  - Appendix J
  - 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 just result in zero points)
  - 45% of total proposal points

# Tech' Submission Example – Responsiveness Checklist

MANDATORY ITEMS (Appdix G)	Yes	No
<u>Technical</u> , <u>Cost</u> , and <u>SDB</u> Submissions included and <b>separately sealed</b>		
If DBC is a Joint Venture:		
Joint Venture Agreement submitted		
Entity Authorization to Enter Into Joint Venture included		

# Tech' Submission Example – Responsiveness Checklist Cont.

Bid Security (Bank/Cashier's check or Bid Bond) is:	Yes	No
If Bank or Cashier's Check included, in Amount of 10% cost		
If Bid Bond is submitted:		
is identical to Bid Bond provided to Proposers		
has been properly and completely filled out		
is from Surety authorized to conduct business in PA		
has original signatures from Proposer and Attorney-in-Fact		
Power of Attorney shows that Atty-in-Fact that signed Bid Bond is authorized to bind bonding company		
Affidavit for use of Required Subcontractors is complete, correct, notarized and signed		

# Checklist Example – Page Limits

<b>NON-MANDATORY (2-3 RFP and Appendix G)</b>		
■ Project Management Team (4 sheets + 2 11x17 for Org Chart)		
■ Work Plan (8 sheets)		
■ Project Master Schedule (3 sheets plus 3 single sided 11X17 for CPM)		
■ Entity Qualification Forms		
▪ DBC (4 sheets + 1 sheet/person, 6 person max)		
▪ Arch (3 sheets + 1 sheet/person, 4 person max)		
▪ Gen. Sub (3 sheets + 1 sheet/person, 4 person max)		

# Cost Submission

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- One copy in 1 separately sealed envelope
- Use Cost Submittal Form (Appendix C to the RFP)
  - Written amount must match numeric inscription.
  - Bid Bond (Appendix D)
  - Properly signed by Proposer and Attorney in Fact
- Power of Attorney (See Bid Bond Instructions in Appendix D)
- If not submitted properly, the Proposal WILL be rejected as non-responsive
- Refer to the Requirements Checklist (Appendix J)
- 50% of total proposal points

# Small Diverse Business Submission

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- One (1) copy in separately sealed envelope
- Single Form with % (Appendix F)
  - No need to submit solicitation
  - No need to identify commitments
  - % and \$ applies to all tiers (see Part 2, Provision 9 of RFP)
- Scored using the formula described in RFP
- 5% of total proposal points

# Proposal Selection

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- Evaluation Committee Scoring Meeting
  - Technical Scores are calculated
  - Cost Submissions
    - Opened and \$ for each base bid read aloud
    - Entered into spreadsheet with formula
  - SDB Submissions
    - Opened and % for each base bid read aloud
    - Entered into spreadsheet with formula
- Proposer with the highest Total Proposal Score will be issued a Notice of Selection/Notice of Award of the Design/Build Contract.

# Summary

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