



March 20, 2024

Mr. Bill Lohr
Field Operations Team Lead
FHWA – Minnesota Division
180 East Fifth Street, Suite 930
St Paul, MN 55101

RE: **Special Experimental Project 14**
Best Value Scoring Evaluation Report

Mr. Lohr:

This is the final report for the Special Experimental Project 14 approvals that MnDOT received (on both July 27, 2023 for the Stone Arch Bridge project and on March 15, 2017 for the Lake St project) to trial Best Value (BV) Scoring on Design-Bid-Build (DBB) projects.

Both applications were similar in that they requested approval to utilize a process very similar to the Best Value evaluation procedure that MnDOT has been utilizing on its Design-Build (DB) projects for roughly 20 years in order to address factors other than cost in the award of the DBB projects.

Procedurally, MnDOT's Design-Build Program Manager (Peter Davich in both cases) adapted MnDOT's DB Best Value process (and evaluation manuals) to fit DBB delivery. The process utilized was as follows:

- 1) MnDOT approached the Minnesota AGC with its intention to let DBB BV projects. Approval was not needed, but MnDOT desired to partner with the AGC on the process and make certain they had no concerns. The MN AGC was supportive of letting the two projects as standalone efforts given their experience with DB Best Value scoring.
- 2) The project specifications were adapted to allow for a Best Value award (see attachments). Standard specification 1301 was replaced with content very similar to that used in Design-Build Instructions to Proposers (ITPs): the only differences were that a few terms were changed to match DBB practice (i.e. 'Technical Component' instead of 'Technical Proposal'). Standard Specification 1504 was also modified to make the Technical Component a contractual document.
- 3) Scoring criteria were developed on the project using the exercise typically utilized in DB. The steps of this process are:

- a. Create a list of goals for the project
- b. Of these goals, determine which the contractor can meaningfully affect. (This is notably different on DBB projects than on DB projects where the contracting team completes the final design: in DBB the contractor has much less control and can speak only to personnel, risk approaches, maintenance of traffic, safety, and a few other project elements)
- c. Of these goals the contractor can affect, determine which could have their quality affected by statements written in technical proposals as opposed to those which might result in wording that has little practical meaning. (A Project Management Approach commitment is a typical example of something that might be very valuable if executed well but is difficult to judge in writing)
- d. For the goals that survived this process, criteria were written to explain what MnDOT was looking for in relation to these topics and how they would be evaluated.
- e. Finally, a thought exercise was performed to determine how much MnDOT believed it was worth in dollars to have “excellent” performance versus “adequate” performance in dollars. After doing this, we repeated the exercise to determine how much it was worth to have “adequate” performance versus “poor” performance.
- f. Following this exercise, the DB Program Manager used data from past DB projects to determine how many ‘points’ would need to be assigned to the criteria in order to allow for these differences in dollars. He discarded any goals that had too few points assigned to be worth the procedural effort. Finally, the criteria were approved by district and central leadership.
- g. On the Lake Street project MnDOT evaluated Risk Understanding and Mitigation Approach (24 pts), Diversity and Inclusion - workforce (12 pts), Small Business Inclusion (10 pts), Project Manager (10 pts), Grading Construction Manager (6 pts), Bridge construction Manager (6 pts), MOT Manager (6 pts), EEO Manager (6 pts), Local Impact (18 pts), Schedule (17 pts – awarded via equation). Another 886 points were awarded to teams for being responsive and appropriately weight value versus cost.

To this end, value considerations were given roughly 11.4% as much weight as cost on the Lake St project. That is a small percentage, but MnDOT calculated it could have allowed for a technical swing of up to \$10,000,000 in reasonably foreseeable scenarios. (See attached analysis)

- h. On the Stone Arch Bridge project MnDOT evaluated Risk Understanding and Mitigation Approach (8), Quality Processes (10), Project Manager (3), Masonry Team (6), Safety Officer (3). 70 points were rewarded for responsiveness.

Value considerations were given roughly 30% as much weight as cost on the project. That is a significant percentage that would have again allowed for an

eight-figure technical swing on the project despite being roughly a quarter of the size of the I35W Lake St project. This recognizes the fact that quality was a larger concern on the Stone Arch Bridge project in relation to project cost.

- 4) Project kickoff meetings were held at the beginning of procurement in order to let the proposers know how the BV award would be administered. These meetings proceeded without incident or significant questions: all proposers on the two projects were familiar with DB BV scoring. It should be noted that shortlisting did NOT occur on these projects: all teams were welcome to propose so long as they attended the kickoff meeting.
- 5) The procurement timeframes were lengthened to eight weeks (instead of the standard four) to allow the teams time to prepare their proposals.
- 6) 1 on 1 meetings were not held, as would have occurred in DB. The purpose of these meetings would have been to discuss ATCs, which were not utilized on the projects (although they were considered for Lake St) so confidential meetings were felt to have no appropriate purpose. MnDOT does not discuss preferences that might relate to scoring in these meetings (neither in DB nor here).
- 7) Five-person evaluation committees were assembled following our establish DB procedures: all evaluators were Principal level or higher and one member was assigned by the Minnesota AGC.
- 8) The review and comment procedures were held in strict conformance with MnDOT's Evaluation Manual (again minimally adapted from Design-Build and using Peter Davich as a process overseer). The Lake St project was scored traditionally, as was the practice at the time, and the Stone Arch Bridge project was scored using our current consensus evaluation practice. See attachments.
- 9) In both cases the processes proceeded smoothly without great arguments or procedural issues.

The Best-Value results from these projects are as attached. In neither case did the BV criteria "flip" the award: the low bidder was awarded the project. However, both project management teams expressed pleasure at the way the process worked and felt that the technical swings allowed by the numbers would have been appropriate had the bids been closer. They also felt that meaningful commitments had been made and that the scoring exercise was likely to have increased the quality of the final product simply by having the contractor think through their personnel, risks, and processes prior to letting.

The Office of Civil Rights said that the ALS team did follow through on their Civil Rights commitments in their Lake St technical component, which were above and beyond usual practices. The processes used on this project have been discussed often since that time as a potential template for future projects (including the 494 DB project). The personnel scored on the project served their roles well, the MOT timeline commitments were held, and the ALS team performed with the quality expected given their strong response to the risk and mitigation criterion.

In regards to the Stone Arch Bridge in particular, the bids on the project came in much higher than expected. However, it does not appear that the BV scoring procedure was a significant element causing the higher-than-expected costs: instead other project conditions, permits, risks, etc were more costly than anticipated by the estimate. The project has yet to be constructed so performance cannot yet be judged, but the evaluation team remains confident in the BV results.

To summarize, MnDOT is confident in our ability to consistently and meaningfully execute a Best Value scoring effort in DBB using both our DB experience and our experience gained on these two SEP-14 projects. We do not anticipate this BV in DBB process will be desired often, perhaps once every five years, because projects benefiting from BV scoring are typically better delivered using DB itself. That said, it is a tool that we believe has worked well and we would like to have it available.

Therefore, MnDOT believes that our BV in DBB SEP-14 trials were successful and we furthermore believe it would be appropriate to request permanent authority to perform them at this time. If the FHWA believes that would be potentially appropriate we would be happy to work towards that result.

If you would like to do so or have any questions about these results, please contact me using the information below.

Sincerely,

Peter Davich, PE
Design-Build Program Manager
651-283-6698
peter.a.davich@state.mn.us

CC: Paul Johns
Kevin Kosobud

Equal Opportunity Employer

ATTACHMENTS

Apparent Bid Results 11-29-2023 BV-37166323-v1.pdf

2726-81_AD_Best Value Spec.pdf

Stone Arch Best Value Technical Component Evaluation Manual.pdf

Stone Arch Bridge Project

Proposal No. 230605

S.P. 2726-81

November 29, 2023 Price Proposal Opening

	Technical Proposal Score	Proposal Price	Adjusted Score (Price / Technical Score)
Kraemer North America, LLC	94.20	\$ 38,522,350.40	408,942
Ames Construction, Inc.	94.79	\$ 62,906,012.24	663,636

Apparent Best-Value = Lowest Adjusted Score

Revised by: Nancy Boeve, Contracts and Lettings Supervisor; Corrected Rank

A Bidder or Subcontractor who does not meet the minimum criteria specified in the statute, or who fails to verify compliance with the criteria, is not a “Responsible Contractor” and is ineligible to be awarded the Contract for this Project or to Work on this Project. Submitting a false verification makes the Bidder or Subcontractor ineligible to be awarded a construction Contract for this Project. Additionally, submitting a false statement may lead to Contract termination. If only one Bidder submits a bid, the Department may, but is not required to, award a Contract even if that Bidder does not meet the minimum criteria.

S-12 **(1208) PROPOSAL GUARANTY**
RESTORED 06/30/23

S-12.1 Delete and replace MnDOT 1208 with the following:

The Bidder shall include with its Proposal a Proposal Guaranty that meets the following requirements:

- (1) Equal to 5 percent of the total amount of the Proposal
- (2) Made payable to the Department
- (3) In the form of a bond

A Proposal Guaranty in the form of a bond must meet the following requirements:

- (1) Issued by a corporation authorized by the Minnesota Department of Commerce to contract as a Surety in the State of Minnesota
- (2) Conditioned on the execution of the Contract in accordance with 1306, “Execution and Approval of Contract”

S-13 **(1301) CONSIDERATION OF PROPOSALS AND TECHNICAL COMMITMENTS (BEST VALUE METHOD)**

S-13.1 GENERAL

The Department will award this contract to the responsible and responsive Bidder that offers the best-value to the Department as defined by this specification. The lowest responsible Bidder will be determined using both the Bidder’s Proposal and Technical Component score.

After opening Proposals, the Department will compare the Proposals based on the correct summation of the products of the scheduled quantities and unit bid prices. If the lowest responsible Bidder has submitted prices on more than one alternate item, the Department reserves the right to determine which alternate to accept. If the extended bid item price, obtained by multiplying the unit bid price by the bid item quantity, is incorrectly calculated, the Department will use the unit bid price to recalculate the extended bid item price.

The Department will not consider Proposals that do not include a Proposal Guaranty in accordance with MnDOT 1208, “Proposal Guaranty”.

The Department reserves the right to:

- (1) Reject any or all Proposals or Technical Components,
- (2) Waive deficiency or informality in a Proposal or Technical Component, or

- (3) Advertise for new Proposals or Technical Components.

A Two-Phase Bidding Process will be utilized to allow for the scoring of Technical Components prior to the submission of Proposals.

S-13.2 PROJECT GOALS

The goals of this Project are as follows:

- Provide a safe and respectful work environment for workers and the public.
- Maintain the historic appearance of the bridge in a way that meets both historic standards and the expectations of the residents of the region, for whom it is an important landmark.
- Utilize high-quality construction and oversight practices to achieve durable and consistent results.
- Fully satisfy environmental and permit requirements.
- Achieve Substantial Completion prior to the end of the 2025 construction season.
- Complete the project within its allocated budget.

S-13.3 DEFINITION OF TERMS

For this Project the following definitions apply:

- Evaluation Committee – A panel of at least three individuals selected by the Department to review the contents of the Technical Component.
- Key Personnel – The individuals listed in the Technical Component to meet the Proposal Package requirements.
- Proposal – As defined in MnDOT 1103. The Proposal includes the Bidder's response to the cost requirements of the Proposal Package and is separate from the Technical Component.
- Scoring Criteria – The criteria which define the narratives, procedures, and commitments required in the Technical Component that will be scored as indicated to determine the Bidder's technical score for the purposes of calculating the lowest responsible Bidder.
- Technical Component – A Bidder's response to the Scoring Criteria contained in this Specification 1301. This is separate from the Proposal, which remains as defined in MnDOT 1103. All commitments made in a Technical Component are binding contractual commitments.
- Two-Phase Bidding Process – A two phase process consisting of a first phase in which Bidders submit Technical Components to be evaluated by the Department, and a second phase in which those Bidders whose Technical Components are deemed responsive during the first phase have their Proposals considered.

S-13.4 SCHEDULE

The following is the procurement schedule for this Contract.

PROCUREMENT SCHEDULE	
Advertisement	September 20, 2023
Procurement Informational Meeting	September 26, 2023
Technical Component Due Date	November 1, 2023
Letting Date (Proposal Due Date)	November 15, 2023
Public Opening Date	November 15, 2023

S-13.5 TECHNICAL COMPONENT SUBMISSION

The Technical Components must be submitted by the prime contractor and received by the Department **no later than 9:30 a.m. Central Time on the Technical Component Due Date**. Time of receipt by the Department will be determined by time that a complete submission was accepted by the Department's email server. The Technical Component must be submitted as a single package that is no larger than 10 MB; make certain to allow sufficient time for transmission. Note that the Department's email server may accept an emailed Technical Component submission even after the deadline for the submission has passed. Regardless, any Technical Component received after the deadline will be considered non-responsive and will not be reviewed or considered. Bidders with an email system that supports "Request a Delivery Receipt" are advised to utilize that function. Mailed or hand delivered Technical Components will not be accepted.

The Technical Component must be e-mailed in pdf format to:

Peter Davich
Minnesota Dept of Transportation
peter.a.davich@state.mn.us

The Technical Component must include a cover page with:

1. The name of the project
2. The words "Technical Component"
3. The Bidder's name
4. The date of Technical Component submission

The Technical Component shall include an executive summary, which must contain:

1. Sufficient information to familiarize reviewers with the Bidder's ability to satisfy the technical requirements of this Project.
2. The name, address, phone number, and e-mail address of the Bidder's sole point of contact for the Project. This point of contact must be available to answer questions regarding the contents of the Technical Component during business hours and is responsible for transmitting and receiving information as necessary.
3. A statement certifying the truth and correctness of the Technical Component.

4. The signature of an authorized representative(s) of the Bidder's organization. If the Bidder is a joint venture, the joint venture members must sign the letter.

The Technical Component must include all information required by the Scoring Criteria.

The Technical Component must not exceed 10 single-sided pages, not including the cover page and executive summary. Any graphics, resumes, or other pages added to enhance the Technical Component count against this page limit with the sole exception of Appendix A, which does not count towards the limit. Appendix A can have any number of pages so long as the individual resume page limit requirements are met in each instance. All pages counting against the Technical Component limit must be numbered. The Technical Component must be organized to correspond to and address the content requirements of the Scoring Criteria.

All information must be designed to print on 8.5" x 11" paper. Text must not be less than 0.10 inches in maximum height (i.e. the height of a capital letter). This is roughly equivalent to 11-point, Times New Roman font. All dimensional information, if any, must be provided in English units.

Provide an Appendix A "Resumes of Key Personnel" that includes only the resumes of the required Key Personnel. Each resume must be no longer than two pages. Any additional content in the Appendix (including resumes for personnel that were not required) will not be reviewed or considered.

An individual may not fill more than one Key Personnel position unless specifically allowed in this document. If an individual fills more than one position in this manner only one resume is required.

Include the following items on each resume:

1. A brief narrative describing the individual's recent career
2. Relevant licensing and registration.
3. Years of experience performing similar work.
4. Length of employment with current employer.
5. Actual work examples from similar projects including duties performed, percent of time on the job, and dates of work performed.

The Technical Component **must not contain price information of any kind**. Any Technical Component submitted with price information will not be accepted.

S-13.6 SCORING CRITERIA

The Technical Component must include narratives and other information as described in this section. Any commitments made in response to this section are binding contractual commitments. The maximum relative points in the technical scoring are shown in parenthesis. The Department will evaluate the Technical Component based on the information provided by the Bidders in response to these criteria.

1. Risk Understanding and Mitigation Approach (8 points)

Provide a narrative demonstrating the Bidder's understanding of the five most significant risks that may prevent the Bidder from achieving one or more project goals. These discussed risks must include the following plus three others as identified by the Bidder:

- a. The risk that the repairs are determined not to meet the historic appearance of the bridge either at the end of construction or during their designed lifetime.
- b. The risk of achieving a quality product beneath the normal water elevation.

Continue the narrative to describe the Bidder's approach to managing and mitigating the identified risks. Provide specific commitments to mitigate the risks and achieve the project goals.

The Department will evaluate the depth of the Bidder's Project understanding and the effectiveness of the approach and commitments to achieving the Project goals.

2. Quality Processes (10 points)

Provide a narrative that describes the Bidder's approach to completing the work in a manner that achieves the Project's aesthetic, durability, and other goals. Demonstrate a knowledge of historic standards and include an approach to meeting them in the narrative. Discuss the processes to be used for removing, making, and installing mortar as well as the processes to be used for repairing and replacing stones. Discuss how these plans will be executed over the length of the bridge consistently for all masons working on the Project. Lastly, describe the general work plan and sequence to be used on the Project to achieve the schedule goal.

MnDOT will evaluate the following factors:

- The perceived effectiveness of these processes and plans in meeting historic standards and the aesthetic expectations of the surrounding communities.
- The perceived effectiveness of the Bidder's organizational arrangement in executing these processes and plans over the entire bridge structure.

The perceived effectiveness of the Bidder's processes and plans to meet the schedule goals of the Project without sacrificing quality.

3. Key Personnel

a. Project Manager

The Project Manager will be responsible for overall Project completion including subcontractor coordination, schedule adherence, proper attention to quality throughout the organization, and other contract administration. This person will have full responsibility for the prosecution of the work, act as a single point of contact in all matters, and have authority to represent the Contractor on all matters relating to the Project.

Minimum (Pass/Fail) Requirements:

- Must have 5 years recent experience managing the construction of projects of similar size and complexity or must have served in this same capacity on two similar completed projects.

Scored Requirements: **(3 points)**

- Additional experience beyond the minimum is preferred.
- Experience with projects involving similar scope is preferred.
- A record of successful projects that met their goals is preferred.

b. Masonry Team

The Masonry Team will be responsible for the durability, appearance, and general quality of the stone masonry work. The Masonry Team must include at least three Lead Masons. It must also include any divers that the Bidder plans to use if the Bidder plans to complete work

underwater. The Masonry Team may also include other personnel that the Bidder believes to be important for achieving the Project goals up to a limit of eight total personnel (including the Lead Masons, divers, and any additional personnel).

The Lead Masons will be responsible for ensuring that all personnel working on the stone masonry are appropriately skilled and trained. They are also responsible for ensuring that the work is completed to both historic standards and MnDOT standards. The divers are responsible for ensuring that the work is completed safely while meeting historic standards and MnDOT standards.

Minimum (Pass/Fail) Requirements:

- The Lead Masons must have 5 years recent experience working with stone masonry. At least two Lead Masons must have experience working with historic structures.
- Divers, if any, must be certified in commercial diving, have 2 years recent experience working with foundations in water, and have 5 years recent experience diving.

Scored Requirements: **(6 points)**

- Experience with projects involving similar scope is highly preferred, including experience with structures eligible to be listed on the National Historic Register.
- Divers, if any, having experience with projects involving similar scope is highly preferred, including experience with structures eligible to be listed on the National Historic Register.
- Additional experience beyond the minimums is preferred.
- A record of successful projects that met their goals is preferred.

c. Safety Officer

The Safety Officer will be responsible for the safety of people within the job site above the water surface including workers, pedestrians, and bicyclists. For purposes of technical scoring, this position will not be evaluated on diving safety. The position is responsible for ensuring divers are complying with overall project safety and to coordinate safety efforts between divers and project personnel. The Safety Officer will be responsible for developing and executing the safety training and oversight practices on the project. The designated person must be assigned adequate authority to complete this work.

Minimum (Pass/Fail) Requirements:

- Must have 3 years recent experience managing the safety of projects of similar size and complexity including experience working over water.

Scored Requirements: **(3 points)**

- Additional experience beyond the minimum is preferred.
- Experience with projects involving similar scope is preferred.

- A record of successful projects that met their goals is preferred.

S-13.7 CONSIDERATION OF TECHNICAL COMPONENTS

Upon receipt of the Technical Components, the Department will conduct an initial review of the Technical Components for responsiveness to the requirements set forth above. Technical Components that are deemed not responsive at this initial review will be excluded from further consideration and the Bidder will be so advised. The Department will exclude from consideration any Technical Component that contains a major defect, as determined in the Department's sole discretion. The Department reserves the right to request clarification or supplemental information from Bidders at any time during the review and evaluation process. These requests may be used to determine if a Bidder is responsive or to explain information in the Technical Component. The Department has no duty to request clarification or supplemental information.

An Evaluation Committee will evaluate the contents of the Technical Components before the Proposals are submitted. The Department will evaluate each of the factors set forth in the Scoring Criteria to determine whether the Technical Component satisfies the content requirements of the Proposal Package and to determine the Technical Component's technical score. Each Technical Component will receive a maximum score of 100 points. **A Technical Component will receive 70 points for being determined responsive by the Department. The Department will score the remaining 30 points in accordance with the Scoring Criteria.**

S-13.8 BEST VALUE SELECTION

On the letting date, the Department will determine the adjusted score for each Bidder, except in cases where Technical Components were found to be non-responsive. The adjusted score will be determined by dividing the Proposal price by the Technical Component's technical score. The Proposal will subsequently be reviewed for responsiveness. Unless all Proposals are rejected or the Department otherwise elects not to award the Contract, **the Contract will be awarded to the responsive and responsible Bidder with the lowest adjusted score, also known as the lowest responsible Bidder.** A determination of responsiveness or responsibility at this stage does not preclude a later determination of non-responsiveness or non-responsibility based on subsequent review of Bidder, Proposal, and Technical Component information.

S-13.9 KEY PERSONNEL

Unless otherwise Approved, the Contractor will be assessed a monetary deduction for Key Personnel who cannot meet the defined commitments to the Project, except for extenuating circumstances, such as the disability, death, retirement, or resignation of the employee.

The Contractor may be assessed a monetary deduction up to \$20,000 for each proposed person who does not remain on the Project for the completion of his or her particular function. Contractor may be in breach under the Contract if proposed personnel are removed from the Project and satisfactory replacements are not provided. Insufficient provision of proposed personnel may cause the Contractor to be considered in default as described in 1808 (Default and Termination of Contract). This deduction may be applied multiple times if a particular Key Personnel position is replaced more than once.

For any changes in personnel, the Contractor shall submit the qualification summaries and resumes of the individual and obtain written Approval of the person's participation in the Project before his or her start of work.

The Contractor shall notify the Department in writing of any proposed changes to Key Personnel and shall include a detailed resume summarizing the items set forth above and elsewhere in the Contract Documents. No Key Personnel shall be replaced without the prior written Approval of the Department. The changes will only be Approved if the replacement Key Personnel are equally qualified or more qualified than the original Key Personnel.

S-13.10 PROTEST PROCEDURES

This section states protest procedures and remedies. Each Bidder, by submitting its Proposal, expressly recognizes the limit on its rights to protest as stated in this provision, including its subparts. By

submitting a Proposal, Bidder also agrees to pursue a protest through these procedures and the Protest Official before seeking judicial review. These protest provisions are included expressly in consideration for Bidder's waivers and agreements stated herein. Bidder's waivers and agreements are also consideration to each other Bidder for making the same waiver and agreements.

If a Bidder disregards, disputes, or does not follow the exclusive protest remedies set forth in these provisions, Bidder must indemnify, defend, protect, and hold harmless MnDOT, its officers, officials, employees, agents, representatives, and consultants from and against all liabilities, expenses, costs (including attorneys' fees and costs), fees, and damages incurred or suffered as a result. The submission of a Proposal will be deemed Bidder's irrevocable and unconditional agreement with this indemnification obligation.

"Filed" is defined as being received by the Protest Official. The "Protest Official" is defined as:

Chief Procurement Officer or designee
Department of Administration
112 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155

The Protest Official will not hold an administrative hearing regarding a protest.

Protests Regarding Responsiveness or Contract Award

Except as excluded by this Section, a Bidder may protest a MnDOT determination regarding responsiveness, responsibility, or Contract award. A protest based on responsiveness or responsibility must be received no later than 5 Days after the date notice of this determination is provided, and a protest based on Contract award must be received no later than 5 Days after the award. Failure to file a protest by the deadline will constitute an unconditional waiver of the right to protest responsiveness, responsibility, or Contract award, except for a protest based on facts not reasonably ascertainable by the deadline.

Protests must be filed in writing by hand delivery to the Protest Official, and a copy must simultaneously be provided personally or electronically to MnDOT's Letting Supervisor.

A Bidder may protest a MnDOT determination that Bidder did not timely submit its Disadvantaged Business Enterprise (DBE) documents. The Protest Official, however, will not accept any other protests related to DBE program requirements or determinations. A determination that a Proposal or Bidder is non-responsive or non-responsible for failure to make good faith efforts to meet the DBE goal established for the Project is not subject to this protest process. A Contract award or non-award based on failure to make good faith efforts to meet the DBE goal or a failure comply with other DBE program requirements is not subject to this protest process. The DBE Special Provisions provide a Bidder's exclusive remedy to seek administrative reconsideration of good faith efforts determinations.

A protest about responsiveness, responsibility, or Contract award must state all of the grounds for the protest and include all facts and legal arguments in support of the protest. The protest must be both succinct and in sufficient detail to establish the merits of the protest. Evidentiary statements, if any, must be supported by affidavit based on personal knowledge, except where stated to be based on information and belief.

MnDOT staff may file a written response to the protest with the Protest Official. If MnDOT elects not to submit a response, MnDOT will promptly submit a statement to that effect in writing to the Protest Official. MnDOT must simultaneously provide a copy of its response or statement to the Protester. The Protest Official will only consider, based on a preponderance of the evidence, whether MnDOT's determination of non-responsiveness, non-responsibility, or Contract award is arbitrary, capricious, unreasonable, or contrary to law. Within 14 Days after the Protest Official receives MnDOT's written response

to the protest or statement that MnDOT elects not to respond, the Protest Official will make a recommendation to the Commissioner. The Protest Official may extend the 14-day period upon written notice of the extension to MnDOT and the Protestor.

The Protest Official will recommend that the Commissioner either affirm MnDOT's original determination or take remedial steps, if appropriate, to address the issues raised in the protest. Remedial steps may include, without limitation, withdrawing or revising the determination, issuing a new Request for Proposals, or taking other appropriate actions. The Protest Official's recommendation will be in writing and include the reasons for the decision. The Protest Official will furnish copies of the recommendation to the MnDOT Letting Supervisor and the Protestor.

The Commissioner will issue MnDOT's final decision within 10 Days of receiving the recommendation. The Commissioner's decision must state in writing the reasons for the decision, or incorporate those of the Protest Official. The Commissioner will deliver the written decision to the Protestor. The decision will be final and conclusive and not subject to legal challenge unless arbitrary, capricious, or contrary to law.

MnDOT will not execute the Contract until at least seven Calendar Days after the award of the Contract. This timeline may be waived if all Bidders agree to the waiver.

All protests are undertaken at the Protester's expense, and the Protester is responsible for all costs related to the protest. In addition, if the protest is denied, the Protestor may be liable for MnDOT's costs reasonably incurred in defending against the protest, including legal and consultant fees and costs, and any unavoidable damages sustained by MnDOT as a consequence of the protest. MnDOT will not be liable for damages to Protestor or to any participant in the protest, on any basis, express or implied.

S-14 **(1302) AWARD OF CONTRACT**
REVISED 06/30/22

S-14.1 Add the following to MnDOT 1302:

1302.1 Bid Document Submission

A The Contractor must submit a legible copy of bid documentation used to prepare the bid for this Contract to the Department's Contract Administration Engineer or the Engineer's authorized representative. The Department will review the documentation with the Contractor and place the bid documentation in a secure, locked place in the St. Paul Transportation Building as described in paragraph (C). Minnesota Statutes, section 13.72, subdivision 16 classifies the bid documentation as nonpublic or private data.

"Bid documentation" means all writings, working papers, computer printout charts, and all other data calculations used by the Contractor to determine the bid in bidding for this Contract. The bid documentation includes, but is not limited to, Contractor Equipment costs, Contractor's overhead costs and its calculated overhead rate, payment rates for the Contractor's employees, Material sources, efficiency or productivity factors, arithmetic extensions, and the rates and quotations from Subcontractors and Material suppliers to the extent the Contractor used the rates and quotations in formulating and determining the amount of the bid.

The bid documentation also includes any manuals that are standard to the industry used by the Contractor in determining the bid for this Project. The manuals may be included in the bid documentation by reference. The reference must include the name and date of the publication and the publisher. (The phrase



CONFIDENTIAL

MINNESOTA
DEPARTMENT OF TRANSPORTATION
Metro District

**Best-Value
Technical Component Evaluation Manual**

STONE ARCH BRIDGE REHABILITATION PROJECT

S.P. 2726-81

November 15, 2023



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Appendix D Responsiveness Determination

Appendix E Evaluator Scoring Sheet

Appendix F Technical Component Score Summary





1.0 INTRODUCTION AND PURPOSE OF THE PROCEDURE

This manual provides the method and criteria for evaluating Proposals for the Stone Arch Bridge Rehabilitation project. The project was advertised by the Minnesota Department of Transportation (MnDOT) and technical components were received on or before November 15, 2023.

MnDOT uses this Proposal Evaluation Plan to ensure that Proposals are evaluated on a fair and uniform basis in accordance with applicable laws, policies, and the terms of the project specifications.

2.0 NON-DISCLOSURE INFORMATION & SECURITY OF WORK AREA

The Technical Components (also referred to as “Proposals”), this Proposal Evaluation Plan, and the evaluation materials are all sensitive information. Each person with access to the Proposals, including the Technical Review Committee (TRC), Process Oversight Committee (POC), Technical Subcommittees (TS), Project Manager (PM), and Technical Advisors (TA) will be required to complete and sign a Confidentiality and Non-Disclosure Agreement before receiving these materials.

A responder may designate information in its proposal as “proprietary” – this information must be carefully guarded to avoid inappropriate release.

Only the POC Chair may release, or authorize the release of, information regarding the contents of the Proposals, this Proposal Evaluation Manual, scoring sheets and other evaluation materials, the deliberations by the TRC, TS, or TA, recommendations to the Commissioner of Transportation (Commissioner), or other information relating to the evaluation process. The POC Chair will consult with legal counsel to ensure compliance with applicable laws.

All requests for information pertaining to this evaluation process must be forwarded to the POC Chair. The POC Chair will be responsible for all communication outside the Proposal Evaluation and Technical Review Organization.

The POC Chair will make certain that all discussions pertaining to the evaluation of the Proposals occur in private settings. The TRC and TS committees may meet in separate areas to discuss the Proposals. Only the TRC, TS, POC, TA, and legal counsel will be authorized admittance to these rooms. TS and TA will only be allowed in the TRC meeting room when specifically directed by the POC Chair. If a situation arises that requires an individual who is not a member of the TRC, TS, TA, POC, or legal counsel to be admitted to the meeting rooms (unless allowed under Section 4.8), all discussions will be discontinued and all paperwork either properly stored or otherwise safeguarded until such personnel have departed the room.





When working with the Technical Components and evaluation materials, each member shall keep all of the materials under their direct control and secure from others not associated with the evaluation process. At all other times, the materials shall be locked in a secured area. At the conclusion of the evaluation process, all materials (including work papers) shall be returned to the POC Chair unless otherwise authorized by the POC Chair.

When using computers, files shall not be stored on non-removable hard disks or network file servers.

Nothing in this manual will be construed to limit access to evaluation materials and proceedings by MnDOT staff responsible for overseeing compliance with state procurement laws. MnDOT's Office of Chief Counsel will provide legal assistance upon request or by its own initiative.

3.0 RESPONSIBILITIES

3.1 Evaluation Process Organization

The flow chart on the following page represents the Technical Review Organization for the Project. The POC must approve additions or changes to this Organization.

3.2 Commissioner of Transportation

The Commissioner or designee will have responsibilities and duties that will include, but will not be limited to:

- Appointing TRC members and replacements/additions, if necessary.
- Opening the bid during the public price opening process.
- Performing the adjusted score calculation for each Proposal by dividing the Proposal Price by the Technical Component Score.

3.3 Process Oversight Committee

A non-scoring group of observers will constitute a Process Oversight Committee.

- The POC will be charged with observing the process used by the TRC, TA, and TS and providing support, as necessary, during the Proposal review process. The POC will inform the Organization if they believe any procedural adjustments must be made to conform to the evaluation methodology.
- The POC may, but is not required to, submit to the POC Chair a written report and/or specific questions to be used during any oral presentations.





- The POC may issue a report to the Commissioner or designee stating the committee's observations relative to MnDOT's adherence to the evaluation methodology as stated in this document. The report shall note any specific instances of deviation from the proposed evaluation procedures.
- Department of Administration participants shall not be the Protest Official.

3.4 Technical Advisors

- The Technical Advisors will serve as advisors to the TRC. Only the TRC will score the Proposals.
- The Technical Advisors will participate in meetings with the TRC, as needed, to provide input into the strength and weakness comment process.
- The Technical Advisors will be available during the entire evaluation process, as requested by the TRC.

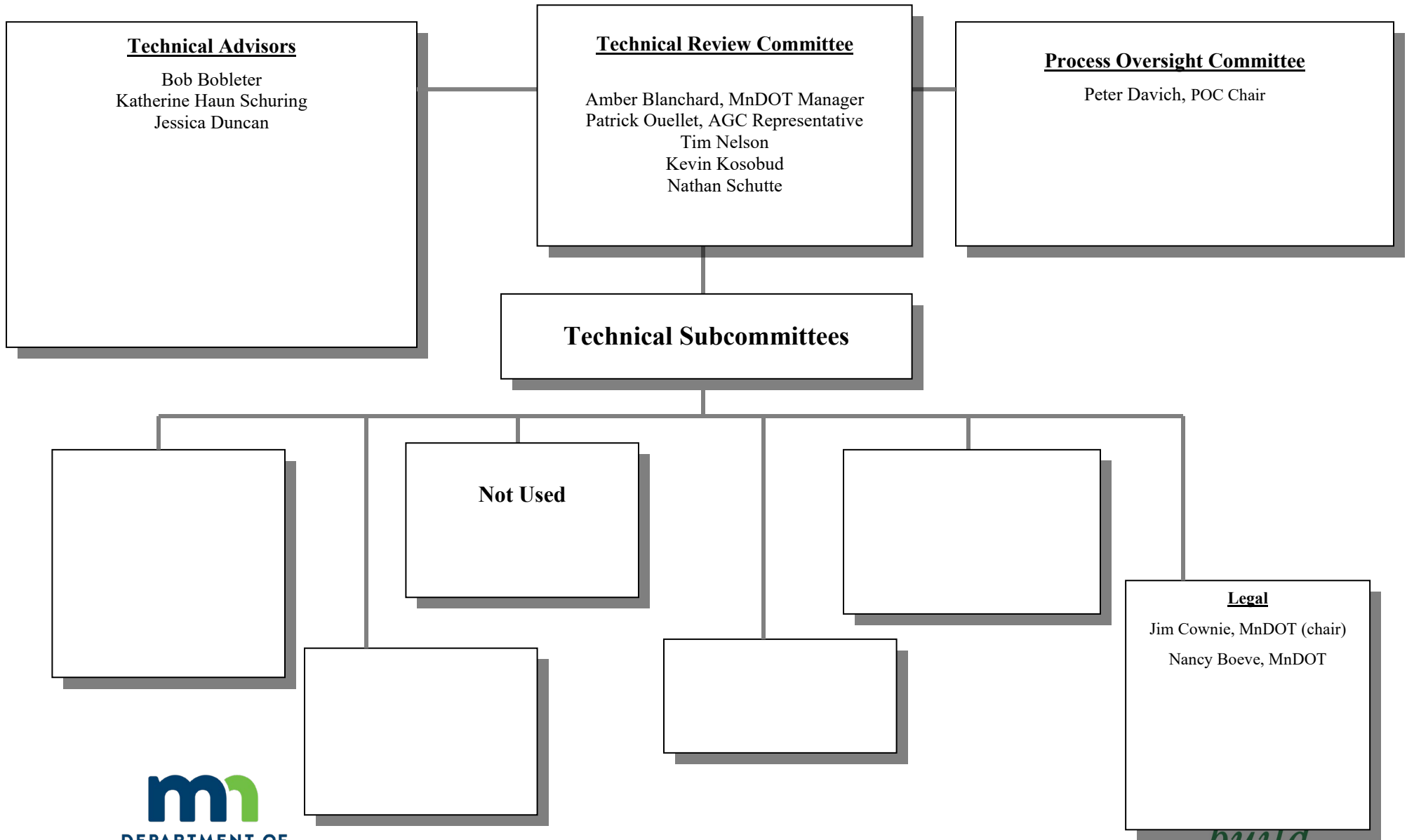
3.5 POC Chair Responsibilities

The POC Chair will:

- Facilitate the primary evaluation meeting and be responsible for ensuring the timely progress of the evaluation, coordinating any meeting(s) or re-evaluation(s), and ensuring that appropriate records of the evaluation are maintained.
- Serve as a point of contact in the event a TRC member, TS member, or TA has questions or encounters issues relative to the evaluation process.
- Coordinate the participation of TA/TS during the evaluation meeting, as necessary, including scheduling and attending the Legal Subcommittee meetings.
- The POC Chair may allow deviations from any procedure as prescribed herein as long as said deviations do not otherwise violate the applicable law. The change or modification should be documented in a report to the Commissioner.
- Ensure that the TRC members review and assess each Bidder's Technical Component using the overall criteria set forth in this Manual.
- Be responsible for securing the evaluation materials at the conclusion of the project evaluation.



FIGURE 1 – PROPOSAL EVALUATION ORGANIZATION



3.6 Project Manager (PM) Responsibilities

The PM or designee will:

- Be responsible for securing written Confidentiality and Non-Disclosure Agreements from the TRC, TS, POC and TA prior to beginning the Proposal evaluation process.
- Submit written requests for clarification to Bidders if the evaluation team determines that a Proposal contains unclear information or otherwise needs clarification.
- Assign personnel to serve as TS members, possibly including TRC members. The PM does not assign members of the Legal Subcommittee.
- Recommend for approval by the Commissioner of Transportation a substitution and/or supplementation of evaluation personnel if a TS member or TA is unable to complete his/her responsibilities, or if additional TS members or TA are necessary to evaluate the Proposals more thoroughly.

3.7 Technical Review Committee (TRC)

The TRC, a five to seven member voting committee, will perform the Technical Component evaluation and scoring.

- Each TRC member will perform an independent review of each Technical Component submitted.
- The collective TRC will create the Proposal Evaluation Comments and score the proposals at the evaluation meeting(s).
- The combined average scoring of the TRC will become the official final Technical Evaluation score for each Proposal.

3.8 Technical Subcommittees (TS)

The TS will be comprised of individuals with expertise in specific fields relative to the technical scoring criteria.

- The TS will serve as advisors to the TRC. Only the TRC members will score the Proposals.
- If a TS recommends that a Proposal is non-responsive to any evaluation criteria, the Subcommittee will report that information to the TRC. The TRC will make a determination on the responsiveness of the Proposal.
- The Technical Advisors will participate in meetings with the TRC, as needed, to provide input into the strength and weakness comment process.
- The TS will be available during the entire evaluation process, as requested by the TRC.

4.0 EVALUATION PROCEDURE

The following presents a general framework for the organization of the TRC and the methodology for scoring the Proposals in relation to the information that was requested in the advertisement.

4.1 Technical Evaluation Procedure

The following steps summarize the general procedures for the Technical Component evaluation:

- *Step 1 – Evaluation Kickoff.* The POC Chair hands out materials and briefs the recipients regarding the evaluation protocol.
- *Step 2 – Responsiveness Review: Pass/Fail Evaluation.* The Legal Subcommittee will review the Technical Components for responsiveness and make a recommendation to the TRC for consideration.
- *Step 3 – Not Used*
- *Step 4 – Technical Component Review:*
 - The TRC, TS, and TA will review the applicable sections of the Technical Components.
 - A representative of each TS will provide a written summary of their subcommittee’s findings of strengths and weaknesses to the TRC. Alternatively, the information may be presented in person during the TRC Proposal Evaluation meeting.
- *Step 5 – Responsiveness Review: Technical Components.* The TRC will determine if each Technical Component is responsive to the advertisement. This step may be delayed until after the interviews and other discussion if the TRC believes more information is necessary.
- *Step 6 – Creation of Consensus Comments.* The TRC will reach a consensus opinion of the strengths and weaknesses inherent to each proposal and their comments will be documented.
- *Step 7 – Interviews (not used).*
- *Step 8 – Technical Scoring.* The TRC will determine the Technical Component scores.
- *Step 9 – Oversight Review:*

- The POC Chair, and PM if available, will present a summary of the Technical Component scores to the Chief Engineer.
- The TRC will, if necessary, reconsider scores following any request to do so by the Chief Engineer.
- *Step 10 – Letting.* The Commissioner or designee will publicly open the bids and determine the adjusted score of each Proposal.

4.2 Step 1 – Evaluation Kickoff

As soon as possible following the arrival of the technical components, all members of the Technical Review Organization who receive copies of the technical components attend a meeting led by the POC Chair to review the ITP and this evaluation manual. The POC Chair will provide each TRC member their unique identification number and their evaluation materials at (or in close proximity to) this meeting. The POC Chair may brief individual members of the team separately from the rest of the group if they are unable to attend the kickoff.

4.3 Step 2 – Responsiveness Review: Pass/Fail Evaluation

The Legal Subcommittee and/or the POC Chair will review the Technical Components for responsiveness to the project requirements by completing [Appendix A](#) for each Technical Component. The POC Chair will pass the results of the review to the TRC. The Subcommittee chair may report to the TRC in person if necessary.

The Legal subcommittee may request clarifying and supplementary information as necessary to determine responsiveness. The POC Chair may issue requests for clarification or supplemental information from the Bidder as requested by the Legal subcommittee.

If a Proposal fails to achieve a passing score on any of the pass/fail portions of the evaluation, refer to Step 5 – Responsiveness Review: Technical Component.

4.4 Step 3 – Not Used

4.5 Step 4 – Technical Component Review

The TRC, TS, and TA will conduct the Technical Component review and evaluation. The following procedures outline the process to be followed:

- Following the kick-off meeting (Step 1), but prior to the TRC Proposal Evaluation, each TS will review each Proposal as a group focusing on the technical issues associated with that subcommittee. Unless given specific reporting instructions by the POC Chair or PM, the TS will also decide how best to relate their strength and weakness comments back to the TRC; they may choose to use the Appendix C forms or another method. The TS chairs may ask the PM to send a clarification notice to a Bidder. Strengths and weaknesses are defined in [Section 5](#).

- Following the kick-off meeting (Step 1), but prior to the TRC Proposal Evaluation, each TA will review each Proposal. They will most likely review the entire Proposal, but they may focus on certain sections based upon their personal expertise. Each TA will provide their input to the TRC during the TRC Proposal Evaluation meeting.
- Following the kick-off meeting (Step 1), but prior to the TRC Proposal Evaluation, each TRC member will independently and thoroughly review the Proposal materials. Written comments are not required at this point in the process.
- The TRC, TA and POC members meet and begin the TRC Proposal Evaluation meeting. The group will collectively discuss the strengths and weaknesses of each proposal. The POC will ascertain that all TRC members are adding their input and no one evaluation team member is dominating the discussion. Discussions will continue until consensus strengths and weaknesses are agreed upon by the TRC members. A member of the evaluation team (TRC, TA, or POC) will document these strengths and weaknesses in a location that is visible to all TRC members of the committee and, once agreed, record these consensus strengths and weaknesses in Appendix C as the formal Proposal Evaluation Comments.
- If the TRC has difficulties reaching consensus regarding a specific substantive comment then they, with the assistance of the POC, will clearly identify the specific points upon which the disagreement is based. If it is possible to resolve the disagreement by separating the issue into different comments (perhaps one strength and one weakness) without those comments conflicting with each other, then the TRC will do so. The Project Manager may also contact one or more MnDOT or GEC personnel who can provide knowledgeable input on the criterion and (after the POC briefs these personnel on the evaluation processes and has them sign the confidentiality form) ask them to advise the group. If consensus is still not achieved, the TRC is encouraged to seek advice from MnDOT management. Regardless how the discussion progresses, the TRC must reach consensus regarding substantive topics.
- If consensus ultimately cannot be reached in regards to a substantive topic then the evaluation may be discontinued. If this occurs, all scoring materials will be collected from the TRC members and kept confidential until further notice. The evaluation may be continued at a later time with new advisors, if desired, possibly following clarifying statements from the proposing teams. Alternatively, a new evaluation process may be undertaken with different TRC members using the same materials.
- At some point during the meeting, the comments from the TS are either presented orally by members of the TS or written copies are distributed to the TRC members by the POC Chair. Discussions may take place before the TS reports, but shall not conclude before the TS reports. TRC members are encouraged to ask the TS questions regarding their findings. The TS and TA may also suggest questions for the interviews, if applicable.

- The TRC members may provide clarification questions to the PM to request a clarification notice be sent to a Bidder.

4.6 Step 5 – Responsiveness Review: Technical Components

At some point during the TRC Proposal Evaluation meeting, the TRC will discuss the overall responsiveness of each Bidder. The TRC will find each Proposal to be Responsive unless one of the following occur:

- The Proposal does not receive a “pass” in Step 2 (Responsiveness Review: Pass/Fail Evaluation).
- The Proposal contains a major defect or defects that, in MnDOT’s sole discretion, would significantly violate a bidding requirement.
- The Bidder places any unauthorized condition on the Proposal.

If the TRC determines that a Technical Component’s responsiveness depends upon the interpretation of an ambiguity in the Proposal, the TRC may ask that the PM send a clarification question to the Bidder. The purpose is to allow the Bidder to clarify, but not supplement, its Proposal. Prior to providing any reply to the TRC, the POC Chair may exercise discretion to remove or redact any information not directly relevant to the question of responsiveness. After receiving a reply, if any, the TRC discuss the responsiveness of each Technical Component. A technical component will be deemed non-responsive if the TRC reaches a consensus that it is non-responsive. If consensus cannot be reached, then the proposal is responsive. The POC Chair will record the results on the form provided in [Appendix D](#).

If a Proposal is deemed non-responsive by the TRC, the TRC and POC Chair must document the rationale for the non-responsiveness. The POC Chair will notify the Commissioner or designee that the Bidder has been determined as non-responsive. If the Commissioner or designee concurs with the TRC’s non-responsive recommendation, the POC Chair will draft a notice for the Commissioner’s or designee’s signature after which the notice will be issued to the appropriate Bidder. If the Commissioner or designee does not concur, the TRC must take the Commissioner’s comments into consideration and again reach consensus. The process continues until the two parties agree.

The non-responsive technical component is eliminated from the evaluation process and not scored or evaluated further. A non-responsive Bidder does not receive a stipend.

4.7 Step 6 – Interviews (Not Used)

4.8 Step 7 – Technical Scoring

- After all discussions have ended and the Proposal Evaluation Comments are finalized, the TRC will collectively determine an adjectival rating for each scoring criterion from the ITP using the [Qualitative Rating Guide](#) in Section 5.0. They will record the rating in the boxes on the appropriate Qualitative Evaluation Form from Appendix C.

- Next, the TRC will collectively score each criterion in each Proposal by assigning a percentage for the adjective selected based on the Qualitative Rating Guide in Section 5.0. TRC members will multiply the percentage by the maximum total points in each category and record this value in the Technical Component Score column in Appendix E rounded to two decimal points.
- TA members of the evaluation team may remain in the evaluation room during this entire process, but they should ‘advise’ rather than ‘lead’ the discussion.
- If consensus ultimately cannot be reached then the evaluation may be discontinued. If this occurs, all scoring materials will be collected from the TRC members and kept confidential until further notice. The evaluation may be continued at a later time with new advisors, if desired, possibly following clarifying statements from the proposing teams. Alternatively, a new evaluation process may be undertaken with different TRC members using the same materials.
- Lastly, the TRC will complete the Scoring Sheet in Appendix E by summing the Technical Component Score column. The TRC must award the number of points designated for responsiveness if the Bidder passes Step 5 (Responsiveness Review: Technical Components).
- The POC will audit the evaluation forms and score sheets from the TRC and sign the Form in Appendix E following the audit. The technical score will be entered into Appendix F.

4.9 Step 8 – Oversight Review

- The POC Chair and the PM, if available, will submit the results shown in Appendix F to the Chief Engineer.
- The Chief Engineer will review the results. The scores will be considered final if the Chief Engineer has no questions regarding the results.
- The Chief Engineer may meet with the TRC and request clarification on the scoring. The Chief Engineer may also request that the TRC take his/her comments into account and consider adjusting their scores in Appendix C or Appendix E. Adjustments to the scores shall be made by crossing out changed scores with adjusted scores.
- If any adjustments were made, the POC will audit the revised evaluation forms and score sheets and initial and date the Form in Appendix E following the audit.
- If any adjustments were made the POC Chair will recompute the final score for each Technical Component in Appendix F.
- Following a second audit outside of the evaluation meeting, the POC Chair will submit the revised final results, along with an executive summary of the process, to the Commissioner or designee.

4.10 Step 9 – Letting

- On the letting date, the Commissioner or designee will announce the Technical Component score for each Proposal, open the bids, and divide the bid by the Technical Component score to obtain the adjusted score of each Proposal.

5.0 TECHNICAL COMPONENT SCORING GUIDES

QUALITATIVE RATING GUIDE

ADJECTIVE	DESCRIPTION	PERCENT OF MAXIMUM SCORE
Excellent (E)	<ul style="list-style-type: none"> Proposal demonstrates an approach with <u>unique or innovative</u> methods of approaching the proposed work with an <u>exceptional level of quality</u>. Proposal contains <i>many significant strengths and few minor weaknesses, if any</i>. There is <u>very little risk</u> that the Bidder would fail to satisfy the requirements of the contract. 	90-100 %
Very Good (VG)	<ul style="list-style-type: none"> Proposal demonstrates an approach offering <u>unique or innovative</u> methods of approaching the proposed work. Proposal contains <i>many strengths that outweigh the weaknesses</i>. There is <u>little risk</u> that the Bidder would fail to satisfy the requirements of the contract. Weaknesses, if any, are very minor and can be readily corrected. 	75-89 %
Adequate (A)	<ul style="list-style-type: none"> Proposal demonstrates an approach that offers an <u>adequate level of quality</u>. Proposal contains <i>strengths balanced by the weaknesses</i>. There is <u>some probability of risk</u> that the Bidder may fail to satisfy some of the requirements of the contract. Weaknesses are minor and can be corrected. 	51-74 %
Fair (F)	<ul style="list-style-type: none"> Proposal demonstrates an approach that <u>marginally meets</u> project requirements and/or objectives. Proposal contains <i>weaknesses that are not offset by the strengths</i>. There are questions about the likelihood of success and <u>there is a risk</u> that the Bidder may fail to satisfy the requirements of the contract. There are significant weaknesses and very few strengths. 	25-50 %
Poor (P)	<ul style="list-style-type: none"> Proposal demonstrates an approach that <u>does not meet the stated requirements and/or objectives, lacked essential information, is conflicting, is unproductive, and/or increases MnDOT's risk</u>. Proposal contains <i>many significant weaknesses and very minor strengths, if any</i>. There is not a reasonable likelihood of success and a <u>high risk</u> that the Bidder would fail to satisfy the requirements of the contract. 	0-24%

Strengths and weaknesses are defined as follows:

- *Strengths* – That part of the Proposal that ultimately represents a benefit to the Project and is expected to increase the Bidder’s ability to meet or exceed the project requirements within the bounds of the evaluation criteria.
- *Weaknesses* – That part of a Proposal which detracts from the Submitter’s ability to meet the project requirements or may result in inefficient or ineffective performance within the bounds of the evaluation criteria.

In determining the adjectival rating, the Technical Review Committee may also take into account other relevant factors including, but not limited to, engineering merit of the proposed approach, innovation or lack thereof, approach to quality and timeliness of delivery, and record of past performance (“past performance” will not be negatively affected by the assertion of legal rights). This rating may also involve a comparative analysis of all proposed submitted.

APPENDIX A

PROPOSAL PASS/FAIL CHECKLIST

Bidder: _____

Technical Component Pass/Fail Task	Pass	Fail
Technical Component Submittal Requirements		
The Technical Component does not contain price information of any kind. (1301.5)	X	
The Technical Component was emailed to Peter Davich no later than 9:30 AM, Central Time, on November 15, 2023	X	
Technical Components include: <ul style="list-style-type: none"> ✓ A cover page with the words "Technical Component", the Bidder's name, and the date of Technical Component Submission ✓ An Executive Summary with a "sole point of contact" identified, a truth and correctness statement, and the signature of an authorized representative. ✓ No more than 10 single-sided pages not including the cover sheet, Executive Summary, dividers, or appendices. ✓ No additional content is included on tabbed dividers. 	X X X X	
Technical Components were designed to print on 8.5 x 11" paper. Text is not less than 0.10 inches in maximum height. All dimensional information is provided in English units.	X	
The following narratives are included as described in the Bid Documents: <ul style="list-style-type: none"> ✓ Risk Understanding and Mitigation Approach ✓ Quality Processes ✓ Key Personnel 	X X X	
The following Key Personnel are identified by name: <ul style="list-style-type: none"> ✓ Project Manager ✓ Masonry Team ✓ Safety Officer 	X X X	

Legal Technical Subcommittee Signatures:

APPENDIX C

PROPOSAL EVALUATION FORMS

**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Bidder: _____

Risk Understanding and Mitigation Approach

Excellent
 Very Good
 Adequate
 Fair
 Poor

	Mark on chart	Page #	Comment / Finding
These discussed risks must include the following plus three others as identified by the Bidder: a) The risk that the repairs are determined not to meet the historic appearance of the bridge either at the end of construction or during their designed lifetime. b) The risk of achieving a quality product beneath the normal water elevation. <i>Continued on next sheet...</i>	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		

**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Risk Continued

	Mark on chart	Page #	Comment / Finding
<p>Continue the narrative to describe the Bidder’s approach to managing and mitigating the identified risks. Provide specific commitments to mitigate the risks and achieve the project goals.</p> <p>The Department will evaluate the depth of the Bidder’s Project understanding and the effectiveness of the approach and commitments to achieving the Project goals.</p>	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		

**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Bidder: _____

Quality Processes

Excellent
 Very Good
 Adequate
 Fair
 Poor

	Mark on chart	Page #	Comment / Finding
<ul style="list-style-type: none"> • The perceived effectiveness of these processes and plans in meeting historic standards and the aesthetic expectations of the surrounding communities. • The perceived effectiveness of the Bidder’s organizational arrangement in executing these processes and plans over the entire bridge structure. • The perceived effectiveness of the Bidder’s processes and plans to meet the schedule goals of the Project without sacrificing quality. 	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		

**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Quality Continued

	Mark on chart	Page #	Comment / Finding
<i>See sheet #1</i>	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		

**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Bidder: _____

Key Personnel: Project Manager

Excellent **Very Good** **Adequate** **Fair** **Poor**

	Mark on chart	Page #	Comment / Finding
<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Must have 5 years recent experience managing the construction of projects of similar size and complexity or must have served in this same capacity on two similar completed projects. <p>Scored Requirements:</p> <ul style="list-style-type: none"> • Additional experience beyond the minimum is preferred. • Experience with projects involving similar scope is preferred. • A record of successful projects that met their goals is preferred. 	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		

**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Key Personnel: Project Manager Continued

	Mark on chart	Page #	Comment / Finding
<i>See sheet #1</i>	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		



**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Bidder: _____

Key Personnel: Masonry Team

Excellent
 Very Good
 Adequate
 Fair
 Poor

	Mark on chart	Page #	Comment / Finding
<p>Minimum Requirements:</p> <ul style="list-style-type: none"> The Lead Masons must have 5 years recent experience working with stone masonry. At least two Lead Masons must have experience working with historic structures. Divers, if any, must be certified in commercial diving, have 2 years recent experience working with foundations in water, and have 5 years recent experience diving. <p>Scored Requirements:</p> <ul style="list-style-type: none"> Experience with projects involving similar scope is highly preferred, including experience with structures eligible to be listed on the National Historic Register. <i>Continued...</i> 	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		

**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Bidder: _____

Key Personnel: Masonry Team Continued

	Mark on chart	Page #	Comment / Finding
<ul style="list-style-type: none"> • Divers, if any, having experience with projects involving similar scope is highly preferred, including experience with structures eligible to be listed on the National Historic Register. • Additional experience beyond the minimums is preferred. • A record of successful projects that met their goals is preferred. 	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		

**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Bidder: _____

Key Personnel: Safety Officer

Excellent Very Good Adequate Fair Poor

	Mark on chart	Page #	Comment / Finding
<p>Minimum Requirements: • Must have 3 years recent experience managing the safety of projects of similar size and complexity including experience working over water.</p> <p>Scored Requirements: • Additional experience beyond the minimum is preferred.</p> <p>• Experience with projects involving similar scope is preferred.</p>	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		
	S _____ W		

**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Key Personnel: Safety Officer Continued

	Mark on chart	Page #	Comment / Finding
<i>See sheet #1</i>	S _____ W _____		
	S _____ W _____		
	S _____ W _____		
	S _____ W _____		
	S _____ W _____		
	S _____ W _____		
	S _____ W _____		
	S _____ W _____		
	S _____ W _____		

APPENDIX D

RESPONSIVENESS DETERMINATION

Technical Review Committee	Bidders		
	Ames	Kraemer	
Pass/Fail			

R = Responsive

NR = Non-Responsive

APPENDIX E

EVALUATOR SCORING SHEETS

**CONFIDENTIAL – Stone Arch Bridge Rehabilitation Project
QUALITATIVE EVALUATION FORM**

Bidder:

Evaluation Category	Maximum Potential Points	Excellent (90-100)	Very Good (75-89)	Adequate (51-74)	Fair (25-50)	Poor (0-24)	Technical Component Score (Max Points X Score)
Risk Understanding and Mitigation	8						
Quality Processes	10						
Key Personnel							
Project Manager	3						
Masonry Team	6						
Safety Officer	3						
RESPONSIVE	70						
TOTAL SCORE	100						

I hereby certify that I have audited this evaluation form for the above-mentioned Bidder.

Auditor Signature: _____

Date: _____

APPENDIX F

TECHNICAL COMPONENT SCORE SUMMARY

Technical Review Committee	Bidders		
	Ames	Kraemer	
Technical Score			