**SOQ Evaluation Manual**

CUY-77-13.80

PID 82388 Project# 3001 (17)

Cleveland Innerbelt CCG6B September 28, 2016



**TABLE OF CONTENTS**

[1.0 Confidentiality; Conflict of Interest Agreement 3](#_bookmark0)

[2.0 Introduction and Purpose of the Procedure 3](#_bookmark1)

[3.0 Security of Work Area 4](#_bookmark2)

[4.0 Documentation Control 4](#_bookmark3)

[5.0 Evaluation Procedure 5](#_bookmark4)

[6.0 SOQ Evaluation Manager and Evaluator Responsibilities 7](#_bookmark5)

[7.0 Advisors 8](#_bookmark6)

[8.0 Detailed Evaluation Criteria 8](#_bookmark7)

[9.0 Information Release 11](#_bookmark8)

[APPENDIX A 12](#_bookmark9)

[APPENDIX B 14](#_bookmark10)

[APPENDIX C 26](#_bookmark11)

[APPENDIX D 28](#_bookmark12)

# 1.0 Confidentiality; Conflict of Interest Agreement

All Evaluation Team members shall execute a Confidentiality/Conflict of Interest Agreement prior to commencement of the Statement of Qualifications (SOQ) evaluation process.

The Confidentiality/Conflict of Interest Agreement shall be retained as part of the SOQ evaluation record. A person who fails to execute the required Confidentiality/Conflict of Interest Agreement shall not participate in the SOQ evaluation. Prior to the start of the evaluation, the SOQ Evaluation Manager will inform the Evaluation Team of the importance of confidentiality safeguards and verify that a Confidentiality/Conflict of Interest Agreement has been collected from each evaluation team member. The SOQ Evaluation Manager will review all Confidentiality/Conflict of Interest Agreements. All individuals involved in the short-list selection process shall be responsible for maintaining confidentiality.

The SOQ Evaluation Manual is deemed to be sensitive information and shall not be publicly disclosed unless otherwise provided for by statute or regulation. During the short-list selection process, approval of the SOQ Evaluation Manager shall be obtained before any release of SOQ evaluation information. It is particularly important that any information designated as

“proprietary” or “trade secret” by any Offeror be carefully guarded to avoid its release.

No information regarding the contents of the SOQ, deliberations by the Evaluation Team, the short-list recommendation to the Executive Level Evaluation Team (or designated representative), or other information relating to the evaluation process will be released (except to authorized persons) or publicly disclosed without the authorization of the SOQ Evaluation Manager.

# 2.0 Introduction and Purpose of the Procedure

This document provides the methodology and procedures for evaluation of the SOQs received in response to Instructions to Proposers & Request for Qualifications (RFQ) for CUY-77-13.80 Design Build Project released on September 1, 2016.

The purpose of this manual is to ensure the impartial, equitable and comprehensive evaluation of each Offeror’s SOQ, in accordance with the CUY-77-13.80 Design Build Project’s RFQ, for the purposes of short-listing the most highly qualified Offerors. ODOT will use a two-phase procurement process to select a design-build contractor to deliver the Project. The short-list will be at most the three most highly qualified Offerors that submit SOQs. In the second phase, ODOT will issue the Project Proposal and Scope of Services (the “RFP”) for the Project to the short-listed Offerors. A draft of the RFP documents can be found at the following link: ftp://ftp.dot.state.oh.us/pub/Districts/D12/Production/PID82388/RFQ/. Only the short-listed Offerors will be eligible to submit bids for the Project. Each short-listed Offeror that submits a bid in response to the RFP is referred to herein as a “Bidder.” ODOT will award a design-build contract for the Project, if any, to the Bidder offering the lowest responsive bid.

# 3.0 Security of Work Area

Each member of the Evaluation Team will have access to an electronic copy of the SOQ which may be printed. When working with the SOQ and Evaluation Materials, each member of the Evaluation Team shall keep all of the materials under their direct control and secure from others not associated with the Evaluation Team. At all other times, the materials shall be locked in a secured room or within a secured area within the Evaluator’s work space. The SOQ or evaluation material shall not be shared with any persons outside of the Evaluation Team, Advisors for the project, or other individuals with permission of the SOQ Evaluation Manager. All individuals with access to the SOQ or evaluation materials shall ensure that confidentiality of all the SOQs and evaluation material is maintained.

When using computers, Offeror SOQ and evaluation materials shall only be accessed through the secured directory established for the project. Information shall not be downloaded and distributed without permission of the SOQ Evaluation Manager.

The SOQ Evaluation Manager in Central Office will obtain a private meeting room for all discussions pertaining to the evaluation of the SOQs in Central Office. A member of the District 12 staff on the Evaluation team will obtain a private meeting room for all discussions pertaining to the evaluation of the SOQs in the District Office. Only the Evaluation Team or other approved staff accompanied by a member of the Evaluation Team shall be authorized admittance to this evaluation area. The SOQ Evaluation Manager must approve justification for additions to the Evaluation Team. If a situation arises that requires an individual who is not an Evaluation Team member to be admitted to the evaluation area, all discussions will be discontinued and all paperwork either properly stored or otherwise safeguarded until such personnel have departed the work area.

# 4.0 Documentation Control

Each SOQ and all documentation developed by the Evaluation Team shall be kept confidential and stored in accordance with the above procedures. All SOQs and evaluation documentation will be kept secured at the end of each working day and/or at all other times that it is not under the direct control of authorized personnel. At the conclusion of the evaluation process, members of the Evaluation Team shall not be permitted to retain any work papers, or any part of the SOQs, without first obtaining authorization from the SOQ Evaluation Manager.

If an Evaluator receives a print copy of the SOQ or prints a copy for themselves, the hardcopy shall be controlled as described above. The existence of the hard copy shall be noted in the SOQ copy manifest maintained by the Evaluation Manager. The copy will be assigned only to the Evaluator for the duration of the reviews. Marginal notations in the SOQ documents assigned to the Evaluator are permitted, but are not required. Document control must be maintained as described within this section.

# Evaluation Procedure

The Evaluation Team is comprised of the following ODOT representatives: Executive Level Evaluation Team (ELET)

James Barna – Chief Engineer

Myron Pakush – Deputy Director - District 12

P. Brad Jones – Deputy Director - Division of Construction Management Dave Slatzer – Deputy Director - Division of Engineering

Technical SOQ Evaluation Team (TET) Dave Lastovka—District 12

Matt Schulz—District 12

Scott Slack—District 12

Jim Calanni—District 12

Jeff Hebebrand – District 12 Tim Keller—Central Office Eric Kahlig—Central Office

SOQ Evaluation Manager: Eric Kahlig – Division Construction Management Designated Consultant Advisors\*

Doug Blank – Michael Baker International

Brian Link – Michael Baker International Paul Gluck – Michael Baker International

Mary Katherine Dohlen – Michael Baker International Brandon Bradley – Michael Baker International

\**Consultants will provide support as directed by the Evaluation Manger, but will not render opinions impacting the scoring of the SOQs. Tasks included but are not limited to setting up scoring documents, document control, record keeping, checking references and verifying SOQ contents.*

The Project short-list will be developed using the procedure described below: Step 1: Review of Evaluation Procedures

* + - SOQ Evaluation procedures will be reviewed by the Evaluation Team prior to scoring or discussing any SOQ’s.

Step 2: Pass-Fail Evaluation

* + - Select members of the Evaluation Team will evaluate each SOQ to determine that the Offerors have been responsive to the RFQ and complete the pass/fail evaluations using the SOQ Checklist included in Appendix A.
		- The SOQ Evaluation Manager, or designated representative, will notify Offerors of incomplete SOQ information and request clarifications, if any.

Step 3: Review

* + - Select members of the TET or Designated Consultant Advisors shall contact approximately two of the provided reference contacts provided on Form B to verify Work History provided on Form B. The projects verified shall be those similar the CUY-77-13.80 Project, as determined by the SOQ Evaluation Manger after consulting other members of the TET. The SOQ Evaluation Manager may select other projects listed on Form B if the initial contact is unsuccessful. The evaluator shall verify the information provided by completing the interview questions in Appendix D.
		- The Evaluation Team members will independently review the contents of each SOQ submitted.
		- The Evaluation Team members shall note any information needing additional clarification.
		- TET members will consider strengths and weaknesses of each SOQ. Consider strengths and weaknesses for each category against the sub-criteria identified in Appendix B. Strengths and weaknesses are defined as follows:

*Strengths* – That part of the SOQ that ultimately represents a benefit to the Project and is expected to increase the Offeror’s ability to meet or exceed the Project’s goals.

*Weaknesses* – That part of a SOQ which detracts from the Offeror’s ability to

meet the Project’s goals or may result in inefficient or ineffective performance.

* + - Do not score any SOQs at this point. Step 4: Review Meetings / Scoring
		- The TET Team members will meet to review and discuss the submitted SOQs. At the meeting, the TET Team collectively will record strengths and weaknesses of each SOQ considering each category against the sub-criteria identified in Appendix B.
		- The TET may prepare written clarification questions to Offerors if SOQ information is determined to be unclear or lacking information. The SOQ Evaluation Manager, or designated representative, will notify Offerors of questions in writing.
		- The TET will identify the strongest and weakest SOQs relative to the involved topic.
		- Each Topic shall be scored separately.
		- The highest ranked Offeror will be assigned the maximum number of rating points for that topic. Lower ranked Offerors will be assigned commensurately lower scores based on a relative comparison to the highest ranked Offeror.
		- A Total Evaluation Score for each Offeror is then recorded on the Offeror Evaluation Summary Sheet by adding the scores of each category.
		- The TET Team will sign the Offeror Evaluation Summary Sheets after the scoring is completed.
		- The SOQ Evaluation Manager will then transfer information from the finalized Evaluation Sheets when completed to the SOQ Evaluation Summary Sheet included in Appendix C
		- The TET will present their evaluation of the SOQ documents and provide recommended scoring and a discussion of this scoring to the ELET.
		- The ELET will review this scoring, discuss the TET’s rationale for this scoring and provide a final score.

Step 5: Short-List

* + - Based on the scores determined by the ELET, the three highest scoring teams will constitute the most highly qualified Offerors and will be included in the recommended short-list. Three Offerors shall be short-listed.
		- The SOQ Evaluation Manager will develop an Executive Summary of the SOQ Evaluations, including the short-list.
		- The SOQ Evaluation Manager will notify all SOQ Offerors in writing of the results of the evaluation process. The short-listed Offerors will then be invited to prepare a bid in response to the RFP.

# 6.0 SOQ Evaluation Manager and Evaluator Responsibilities

The SOQ Evaluation Manager, or designated representative, shall serve as a point of contact if an Evaluator has questions or encounters problems relative to the evaluations. The SOQ Evaluation Manager shall coordinate and facilitate the participation of TET members, if any, as may be necessary during the course of the evaluation and selection process.

The SOQ Evaluation Manager is responsible for ensuring the timely progress of the evaluation, coordinating any consensus meeting(s) or re-evaluations, and ensuring that appropriate records of the evaluation are maintained.

To the extent the SOQ Evaluation Manager determines it appropriate, the SOQ Evaluation Manager may deviate from any procedure as prescribed herein as long as said deviations do not otherwise constitute violation of applicable law. The change or modification shall be documented in the SOQ Evaluation Committee’s Executive Summary.

Each Evaluator will review the RFQ and SOQ Evaluation Manual prior to scoring any SOQ. If an Evaluator has any questions regarding the evaluation criteria or process, a clarification shall be requested from the SOQ Evaluation Manager prior to evaluating the submittals.

Upon receipt of the SOQs, the SOQ Evaluation Manager will provide a list of Offeror team members to the Evaluation Committee and Advisors, if any. The Offeror team member list shall be reviewed by all Evaluators to ensure that there is no conflict of interest. If there is a conflict of interest, please contact the SOQ Evaluation Manager.

Each Evaluator will individually review and assess individual SOQs using the criteria set forth in the Evaluation Manual. The forms in the Evaluation Manual provide a record of the evaluation. The evaluation forms should be completed in a manner that adequately indicates the basis of the assessment. Reasoning for strengths and weaknesses shall be thoroughly documented.

Comments are to be specific, as generalizations are not sufficient.

If an Evaluator is unable to complete his/her evaluation responsibilities to the extent the SOQ Evaluation Manager determines necessary or if additional Evaluators are necessary to evaluate the SOQs more completely, the SOQ Evaluation Manager shall take whatever steps he/she determines appropriate to arrange for substitution and or/supplementation of evaluation personnel.

Evaluators may waive any minor irregularities in any SOQ so as long as the waiver does not constitute violation of state law.

# 7.0 Advisors

The SOQ Evaluation Manager may solicit assistance from individuals not listed on the TET for specialized evaluation of specific portions of the SOQ. These individuals shall be deemed Advisors. The Advisors shall be held under the same Confidentiality/Conflict of Interest Agreement as members of the TET or ELET. The Advisors shall provide information to the TET or ELET to assist in the evaluation, but shall not directly score the SOQ.

Advisors, if any, will submit an original copy of their assessments/notes to the SOQ Evaluation Manager for distribution to the Evaluators at the SOQ Evaluation Coordination meeting. The Advisors will be available to the Evaluation Team during the evaluation process.

# Detailed Evaluation Criteria

The RFQ specifies that each Offeror is to include in its response detailed information that demonstrates the Offeror’s experience and qualifications in projects of a size and complexity similar to the Project. The SOQs are required to contain specific information and to elaborate on the Offeror’s specific qualifications and experience.

Pass/Fail Evaluation Portion

The pass/fail section of the evaluation requires that the select members of the Evaluation Team assess the SOQ for being responsive to the RFQ requirements and assign a pass/fail score. The pass/fail ratings are based on the following general RFQ evaluation criteria as they relate to the Offeror’s proposal:

* + - General submittal requirements

The Pass/Fail Criteria Checklist for the Project is a listing of required information and can be found in Appendix A. The Offerors who substantially comply with the requirements of the RFQ will be given a passing score in this portion of the evaluation. Failure to address a particular requirement or failure to include or deliver an important item of

information that is required by the RFQ may be grounds for failing the Offeror on that item.

A failing score in one or more of the items listed in the pass/fail portion of the evaluation process may be grounds for a determination that a particular Offeror is noncompliant and may not be shortlisted for the Project. In addition, SOQs must meet the pass/fail criteria to be advanced to the qualitative evaluation process. The SOQ Evaluation Manager, or designated representative, may correspond with an Offeror to request clarifications and information.

Qualitative Evaluation

The evaluation will include the categories listed below (as identified in the RFQ). B: Project Understanding and Approach **(30 Points Max)**

* Evaluate how well does the Offeror demonstrated an understanding of the design and construction requirements of this Project through the following:
1. Evaluate the description of the top three (3) major tasks involved with the Project as identified by the Offeror
2. Evaluate the potential risks associated with the identified major tasks, planned methods to mitigate those risks.
3. Evaluate the Offeror’s anticipated level of Department involvement in the mitigation of the risk.
4. Likely risks to be discussed include:
	1. Overall timing and scheduling, including utility phasing for bridge construction.
	2. Pier foundation construction in median workzone.
	3. Design and construction challenges of a long span, high skew bridge.

C: Organization, Firm Experience and Key Personnel **(35 Points Max)**

Evaluate:

1. The Offeror’s proposed organization by considering the organizational chart showing the “chain of command” of the anticipated roles proposed for the Offeror’s organization regarding the Project. Consider how the proposed

organizational chart gives confidence to the success of the Project by addressing key project goals.

1. The experience of the firms that are part of the Offeror. Consider the roles

proposed for each firm, how those roles relate to each firm’s past experience, and how the experience gives confidence that the firm will ensure success for this project.

1. The Key Personnel (Project Manager, Design Project Manager, Lead Structural Designer, Construction Project Manager). Evaluate by considering, how the Offeror’s description of the Key Personnel provide confidence to ODOT that the Project and the Project risks will be effectively managed through competence, accountability, and relevant experience. Considering the following:
	1. Professional registrations, education and other components of qualifications applicable to the role.
	2. Specific previous projects and experiences, similar in nature to the proposed Project, for which the individual may have performed a similar function. Consider the specific information on how those experiences relate to meeting the requirements of this Project and role.
	3. Unique qualifications which will provide value to this Project and/or help ensure this Project’s requirements will be met. Ensure the Offeror provides factual information which will provide confidence to ODOT that this Project and this Project’s risks will be effectively managed through personal competence and accountability.
	4. Individual concurrent responsibilities during the duration of this Project and the anticipated time commitment to this Project (estimated percentage format).
	5. A statement indicating that the individual is currently employed by a member of the Offeror at the time of the SOQ submittal and name the Offeror’s member.

D: Offeror’s Capabilities and Experience **(35 Points Max)**

Evaluate the recent relevant experience of the Offeror by reviewing the narrative descriptions of the ten (10) relevant projects listed.

Past Project Summaries must include the following information:

1. Name of the project and location.
2. Dates of design (if applicable to the Designer(s)) and construction (if applicable to the Contractor(s)).
3. The original scheduled completion deadlines and the actual completion dates, as applicable to the Designer(s) and/or Contractor(s). Offeror must provide an explanation for projects not meeting the completion date.
4. Size of the final project (in dollars), Offeror’s original & final contract (in dollars), and the final amount of the contract the Offeror self-performed(in dollars).
5. A narrative describing the project, including the description of the work or services provided in sufficient detail to demonstrate the Offeror’s role on the project.

Past Project Summaries should demonstrate experience in the following areas:

1. For Contractor(s) - The construction of projects of similar scope and complexity and how those experiences are applicable to the requirements of this Project.

For the Designer(s) – The design of projects of similar scope and complexity and how those experiences are applicable to the requirements of this Project.

* 1. Experience with a similar length, multi-span, highly skewed vehicular bridge designed per AASHTO LRFD Bridge Design Specifications. If applicable to the Offeror’s Lead Designer or Sub-Consultants, Design of projects of similar scope and complexity and how those experiences are applicable to the requirements of this Project.
	2. Project requiring three dimensional modelling for structural analysis.
	3. Relevant experience with complicated utility coordination and relocation, including experiences working to relocate public utilities and working alongside private utilities, including role of Key Personnel on related projects.
1. Evaluate how the proposed Offeror’s Team members and/or Key Personnel have worked together as an integrated team, if applicable, and how those experiences will ensure successful completion of this Project.
2. Evaluate the timely or early completion of projects of similar scope and complexity and how those experiences relate to this Project.
3. Evaluate notable project challenges and subsequent mitigation efforts by the Offeror to overcome those project challenges. Evaluate how the challenges and mitigation efforts may relate to this Project.

# 9.0 Information Release

No information regarding the contents of SOQs, the deliberations by the Evaluation Team, short-list recommendations or other information relating to the evaluation process will be released except to authorized ODOT personnel or will be made without the authorization of the SOQ Evaluation Manager.

 **APPENDIX A**

**SOQ PASS/FAIL CHECKLIST**

## CUY-77-13.80 PID 82388 Project# 3001(17) Pass/Fail Checklist

|  |  |
| --- | --- |
| Name of Reviewer: |  |
| Offeror: |  |

|  |  |  |
| --- | --- | --- |
|  | Yes/No | Comment |
| Statement of Qualifications received by 9/29/2016 at 11:59AM as listed in the RFQ documents? |  |  |
| Are formatting requirements (e.g., 1 bound copy, CD/USB Drive, page numbers, no foldouts, 8.5”x11” sheet size, >=12 point Calibri font, 1” margins) met? |  |  |
| Are content and maximum page requirements met? |  |  |
| Completed an introductory page with a signature of the authorized representative of the Offeror, with the identity of the Point of Contact, with the identity of the business structure of the Offeror, with the identity of the LeadContractor and Lead Designer, and with the Registration (P.E.) number of the Lead Designer? |  |  |
| Included certification that the Lead Contractor and Lead Designer pre-qualified with the Department in accordance with the requirements of this RFQ or a statement that the members will become prequalified prior to the ShortlistingDate? |  |  |
| Included a statement confirming the commitment of the key personnel identified in the submittal to the extent necessaryto meet ODOT’s quality and project duration expectations? |  |  |
| Statement that all four key personnel are currently employedby a member of the Offeror at the time of the SOQ submittal and has named Offeror member for each position. |  |  |
| Included a certification that no members of the Offeror havea personal conflict of interest or an organizational conflict of interest as defined in the RFQ? |  |  |
| Included a statement that the Offeror will comply with the Department’s policy on DBE requirements for this Contract and the Department's Nondiscrimination policy? |  |  |
| Completed Form A - Offeror Information? |  |  |
| Completed the Work History information in Form B? |  |  |
| Is Receipt of Addenda issued prior to submission of the SOQ shall be acknowledged by inserting a copy of the cover sheet of the Addenda in the SOQ? |  |  |
| Has the Offeror identified any Trade Secrets on the CoverSheet (not a Pass/Fail criteria)? |  |  |

 **APPENDIX B**

**SOQ EVALUATION FORMS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Offeror 1*** | ***Offeror 2*** | ***Offeror 3*** | ***Offeror 4*** | ***Offeror 5*** | ***Offeror 6*** | ***Offeror 7*** |
| **B Project Understanding and Approach (30 Points Max)**Evaluate how well does the Offeror demonstrated an understanding of the design and construction requirements of this Project through the following: |
| •Evaluate how well does the Offeror demonstrated an understanding of the design and construction requirements of this Project through the following:1. Evaluate the description of the top three (3) major tasks involved with the Project as identified by the Offeror
2. Evaluate the potential risks associated with the identified major tasks, planned methods to mitigate, and manage those risks.
3. Evaluate the Offeror’s anticipated level of Department involvement in the mitigation of the risk.
4. Likely risks to be discussed include:
	1. Overall timing and scheduling, including utility phasing for bridge construction.
	2. Pier foundation construction in median workzone.
	3. Design and construction challenges of a long span, high skew bridge.
 | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): |
| Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): |
| Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Offeror 1*** | ***Offeror 2*** | ***Offeror 3*** | ***Offeror 4*** | ***Offeror 5*** | ***Offeror 6*** | ***Offeror 7*** |
| **C Organization, Firm Experience and Key Personnel (35 Points Max)**The Offeror should provide sufficient information to enable ODOTto understand and evaluate the Offeror’s Organization and proposed Key Personnel. |
| 1. Evaluate the Offeror’s proposed organization by considering the organizational chart showing the “chain of command” of the anticipated roles proposed for theOfferor’s organization regarding the Project. Consider how the proposed organizational chart gives confidence to the success of the Project by addressing key project goals. | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): |
| Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): |
| Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Offeror 1*** | ***Offeror 2*** | ***Offeror 3*** | ***Offeror 4*** | ***Offeror 5*** | ***Offeror 6*** | ***Offeror 7*** |
| **C Organization, Firm Experience and Key Personnel (35 Points Max)**The Offeror should provide sufficient information to enable ODOTto understand and evaluate the Offeror’s Organization and proposed Key Personnel. |
| 2. Evaluate the experience of the firms that are part of the Offeror. Consider the roles proposed for each firm, how those roles relate to each firm’s past experience, and how the experience gives confidence that the firm will ensure success for this project. | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): |
| Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): |
| Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Offeror 1*** | ***Offeror 2*** | ***Offeror 3*** | ***Offeror 4*** | ***Offeror 5*** | ***Offeror 6*** | ***Offeror 7*** |
| **C Organization, Firm Experience and Key Personnel (35 Points Max)**The Offeror should provide sufficient information to enable ODOTto understand and evaluate the Offeror’s Organization and proposed Key Personnel. |
| 1. Evaluate the requested Key Personnel. Key Personnel must provide confidence to ODOT that the Project and the Project risks will be effectively managed through personal competence, accountability and relative experience.

Consider the following:* 1. Professional registrations, education and other components of qualifications applicable to the role.
	2. Specific previous projects and experiences, similar in nature to the proposed Project, for which the individual may have performed a similar function. Consider the specific information on how those experiences relate to meeting the requirements of this Project and role.
	3. Unique qualifications which will provide value to this Project and/or help ensure this Project’s requirements will be met. Consider whether the Offeror provides factual information which will provide confidence to ODOT that this Project and this Project’s risks will be effectively managed through personal competence and accountability.
	4. Individual concurrent responsibilities during the duration of this Project and the anticipated time commitment to this Project (estimated percentage format).

Keep the duties of each position in mind when evaluating the resumes.**KEY PERSONNEL DUTIES**Project Manager Ultimately responsible for the Offeror’s performance. Ensures that personnel and other resources are made available. Handles contractual matters. Responsible for the overall construction of the Project, and may actively manage the Construction of the project. Responsible for overall utility coordination. Shall be an employee of the Lead ContractorDesign Project Manager Actively manages the overall design of the Project. Must be an employee of the Lead Designer. Responsible for overall design of the Project inclusive of all structures and structural elements (Bridge substructure and superstructure, Retaining walls) and roadway items (Alignment, drainage, pavement, maintenance of traffic, etc.) Must be an Ohio P.E. at the time of Award.Lead Structural Designer Responsible for overall design of structures and structural elements. Responsible to ensure that all requirements of the design for all structural elements on the Project, including bridges, box culverts, walls, and foundations are met. Must be an Ohio P.E. at time of award.Construction Project Actively manages the overall construction of the Project. Responsible for overall daily operations and Manager (Field construction of the project including structures and structural elements, maintenance of traffic, Manager/Supervisor) roadway, utility and drainage items. Shall be an employee of the Lead ContractorResumes shall be limited to no more than two (2) pages per individual, and a total eight (8) pages maximum. Resumes for individuals shall be on separate and distinct pages. Do not include resumes of non-requested Key Personnel.Any person proposed as Key Personnel position requiring a Professional Engineering license who is not currently an Ohio P.E. may be proposed if 1) the person is licensed in another state and 2) submits a commitment in the SOQ to becoming licensed in Ohio prior to submittal of a Bid. |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Offeror 1*** | ***Offeror 2*** | ***Offeror 3*** | ***Offeror 4*** | ***Offeror 5*** | ***Offeror 6*** | ***Offeror 7*** |
| **C Organization, Firm Experience and Key Personnel (35 Points Max)**The Offeror should provide sufficient information to enable ODOTto understand and evaluate the Offeror’s Organization and proposed Key Personnel. |
| 3A. Evaluation of the Offeror’s proposed **Project Manager**.*Duties per RFQ: Ultimately responsible for the Offeror’s**performance. Ensures that personnel and other resources are made available. Handles contractual matters. Responsible for the overall construction of the Project, and may actively manage the Construction of the project. Responsible for overall utility coordination. Shall be an employee of the Lead Contractor* | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): |
| Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): |
| Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Offeror 1*** | ***Offeror 2*** | ***Offeror 3*** | ***Offeror 4*** | ***Offeror 5*** | ***Offeror 6*** | ***Offeror 7*** |
| **C Organization, Firm Experience and Key Personnel (35 Points Max)**The Offeror should provide sufficient information to enable ODOTto understand and evaluate the Offeror’s Organization and proposed Key Personnel. |
| 3B. Evaluation of the Offeror’s proposed **Design Project Manager**.*Duties per RFQ: Actively manages the overall design of the Project. Must be an employee of the Lead Designer. Responsible for overall design of the Project inclusive of all structures and structural elements (Bridge substructure and superstructure, Retaining walls) and roadway items (Alignment, drainage, pavement, maintenance of traffic, etc.)* ***Must be an Ohio P.E. at the time of Award.*** | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): |
| Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): |
| Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Offeror 1*** | ***Offeror 2*** | ***Offeror 3*** | ***Offeror 4*** | ***Offeror 5*** | ***Offeror 6*** | ***Offeror 7*** |
| **C Organization, Firm Experience and Key Personnel (35 Points Max)**The Offeror should provide sufficient information to enable ODOTto understand and evaluate the Offeror’s Organization and proposed Key Personnel. |
| 3C. Evaluation of the Offeror’s proposed **Lead Structural Designer**.*Duties per RFQ: Responsible for overall design of structures and structural elements. Responsible to ensure that all requirements of the design for all structural elements on the Project, including bridges, box culverts, walls, and foundations are met.* ***Must be an Ohio P.E. at time of award.****.* | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): |
| Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): |
| Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Offeror 1*** | ***Offeror 2*** | ***Offeror 3*** | ***Offeror 4*** | ***Offeror 5*** | ***Offeror 6*** | ***Offeror 7*** |
| **C Organization, Firm Experience and Key Personnel (35 Points Max)**The Offeror should provide sufficient information to enable ODOTto understand and evaluate the Offeror’s Organization and proposed Key Personnel. |
| 3D. Evaluation of the Offeror’s proposed **Construction Project Manager (Field Manager/Supervisor)**.*Duties per RFQ: Actively manages the overall construction of the Project. Responsible for overall daily operations and construction of the project including structures and structural elements, maintenance of traffic, roadway, utility and drainage items.* ***Shall be employee of the Lead Contractor*** | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): |
| Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): |
| Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Offeror 1*** | ***Offeror 2*** | ***Offeror 3*** | ***Offeror 4*** | ***Offeror 5*** | ***Offeror 6*** | ***Offeror 7*** |
| **D Offeror’s Capabilities and Experience (35 Points Max)**Evaluate the Offeror’s specific information as it relates to available resources, anticipated project management methodologies, and previous experience. Resources and Project Management Methodologies shall address Design and Construction. |
| Past Projects:Evaluate the recent relevant experience of the Offeror by reviewing the narrative descriptions of the ten (10) relevant projects listed. **Must include the following information:**1. Name of the project and location.
2. Dates of design (if applicable to the Designer(s)) and construction (if applicable to the Contractor(s))
3. The original scheduled completion deadlines and the actual completion dates, as applicable to the Designer(s) and/or Contractor(s). Provide explanation for projects not meeting the completion date.
4. Size of the final project (in dollars), Offeror’s original & final contract (in dollars), and the final amount of the contract the Offeror self-performed (in dollars). (Project information presented by the Offeror’s Lead Contractor or Sub- Contractors shall be representative of the construction portion of the work. Project information presented by the Offeror’s Lead Designer or Sub-Consultants shall be representative of the design portion of the work.)
5. A narrative describing the project, including the description of the work or services provided in sufficient detail to demonstrate the Offeror’s role on the project. A narrative describing the project, including the description of the work or services provided in sufficient detail to demonstrate the Offeror’s role on the project.

The past project should demonstrate experience in the following areas:* 1. Demonstrate recent, relevant, successful experience with a similar length, multi-span, highly skewed vehicular bridge designed per AASHTO LRFD Bridge Design Specifications. If applicable to the Offeror’s Lead Designer, Design of projects of similar scope and complexity and how those experiences are applicable to the requirements of this Project.
	2. Project(s) requiring three dimensional modelling for structural analysis.
	3. Relevant experience with complicated utility coordination and relocation, including experiences working to relocate public utilities and working alongside private utilities, including role of Key Personnel on related projects.
	4. Proposed Offeror’s Team members and/or Key Personnel working together as an integrated team, if applicable, and how those experiences will ensure successful completion of this Project. Include named personnel from section

2.5.4 if performing similar role proposed for the Project.e) Timely or early completion of projects of similar scope and complexity to this Project. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Offeror 1*** | ***Offeror 2*** | ***Offeror 3*** | ***Offeror 4*** | ***Offeror 5*** | ***Offeror 6*** | ***Offeror 7*** |
| **D Offeror’s Capabilities and Experience (35 Points Max)**Evaluate the Offeror’s specific information as it relates to available resources, anticipated project management methodologies, and previous experience. Resources and Project Management Methodologies shall address Design and Construction. |
| •If applicable to the Offeror’s Lead Contractor or Subs, Construction of projects of similar scope and complexity and how those experiences are applicable to the requirements of this Project. If applicable to the Offeror’s Lead Designer or Sub-Consultants, Design of projects of similar scope and complexity and how those experiences are applicable to the requirements of this Project.•Evaluate how the proposed Offeror’s Team members and/or Key Personnel worked together as an integrated team, if applicable, and how those experiences will ensure successful completion of this Project.•Evaluate the timely or early completion of projects of similar scope and complexity and how those experiences relate to this Project.•Evaluate notable project challenges and subsequent mitigation efforts by the Offeror to overcome project challenges. Evaluate how the challenges and mitigation efforts relate to the Project. | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): | Strengths (provide sheet reference): |
| Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): | Weaknesses (provide sheet reference): |
| Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: | Other Information: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Category** | **Maximum Potential Points** | **SOQ Score – Offeror 1** | **SOQ Score – Offeror 2** | **SOQ Score – Offeror 3** | **SOQ Score – Offeror 4** | **SOQ Score – Offeror 5** | **SOQ Score – Offeror 6** | **SOQ Score – Offeror 7** |
| * **Project Understanding and Approach**
 | ***30*** |  |  |  |  |  |  |  |
| * **Organization, Firm Experience, and Key Personnel**
 | ***35*** |  |  |  |  |  |  |  |
| * **Offeror’s Capabilities and Experience**
 | ***35*** |  |  |  |  |  |  |  |
| **Total** | **100** |  |  |  |  |  |  |  |

I hereby certify that the above scores were agreed upon by the TET review team. Signatures:

|  |  |
| --- | --- |
| Sign | Print Name |

 **APPENDIX C**

**SOQ EVALUATION SUMMARY SHEET**

CUY-77-13.80 | SOQ EVALUATION MANUAL APPENDIX C | PAGE 26 OF 30

|  |  |  |
| --- | --- | --- |
|  | **Total Scoring by Offeror** | **General Comments** |
| **Offeror 1** | **Offeror 2** | **Offeror 3** | **Offeror 4** | **Offeror 5** | **Offeror 6** | **Offeror 7** |  |
| **SOQ Score** |  |  |  |  |  |  |  |  |
| **Final Ranking** |  |  |  |  |  |  |  |  |

I hereby certify that the scores reflected above reflect the information provided by the Evaluators:

SOQ Evaluation Manager Signature: Date:

CUY-77-13.80 | SOQ EVALUATION MANUAL APPENDIX C | PAGE 27 OF 30

 **APPENDIX D**

**WORK HISTORY VERIFICATION**

**CUY-77-13.80 PID 82388 Project# 3001(17) STATEMENT OF QUALIFICATIONS OFFEROR WORK HISTORY VERIFICATION**

### Date of interview: Name of interviewer:

### Name, Title and Phone Number of DOT/Agency representative being interviewed: Offeror’s Work History Project Name:

### Offeror’s Name:

### DB Firm(s) (e.g., contractor, designer, etc.) who worked on Work History Project: Questions:

*Interviewer note: For questions 1 and 2, provide pertinent information from Form B. Do not send the contact a copy of the entire form.*

1. Provide a brief description of the inquired project.
2. Confirm the following project information:
	1. Nature of the firm’s responsibility on the project.
	2. Approximate overall construction cost of the project.
	3. Approximate percent of work responsible for the project
	4. Approximate initial and final completion date.
3. If possible, identify the major challenge(s) to the project.
	1. Describe how the firm’s approach(es) to the identified challenge(s) affected the project.
4. Were there any significant concerns/issues with the firm’s project management or completed work?
5. Was the project completed on schedule and within the contracted budget? If not, provide an explanation.
6. Can you provide any additional information regarding the firm that would help the Ohio DOT in short-listing for the project?