



FWISD 2007 Capital Improvement Program (CIP)

Evaluation Criteria and Procurement Forms Session – February 19, 2009

Evaluation Criteria

Spec Section 00 21 13 Instructions to Proposers



Quantitative Criteria – 50% of total

- Price - 45%
- Contract Time - 5%

Qualitative Criteria – 50% of total

- Experience – 18%
- Personnel – 7%
- Safety – 5%
- Methodology – 5%
- Financial – 5%
- HUB Participation – 10%

Criteria	Weight (Out of 100%)	Explanation of Criteria	
QUANTITATIVE CRITERIA			
Contract Amount	45%	Proposed Construction Amount (Base Price including Allowances as listed in Specification Section 00 41 11). Final weighting distribution will be calculated as a percentage based upon the spread from the lowest price.	50%
Schedule	5%	Proposed Contract Duration. (Projected Completion as shown in Spec. Section 0041 11 and proposed schedule as shown in Spec. Section 00 41 13). Final weighting distribution will be calculated as a percentage based upon the spread from the shortest duration.	
QUALITATIVE CRITERIA			
General Contractor (GC) Qualification and Relevant GC Experience	17%	Overall qualification of the Proposer. References' responses. Record of past claim incidences and litigation experiences. Projects completed on budget, Projects completed on schedule, Quality of Reporting and Communications, Responsiveness.	40%
		Ability and commitment to mobilize appropriate resources (personnel and equipment). Successful experience with the FWISD, with other K-12 projects, and in the delivery of projects of similar scope, scale, complexity and type.	
	1%	Proposer attendance at the Pre-Proposal Meeting held prior to the Proposal Date	
Personnel	7%	Qualifications and relevant experience of the proposed personnel (Project Manager(s), Superintendent(s), and other key personnel) to be assigned to this project.	
Safety	5%	Contractor's existing safety program and Experience Modification Rate (EMR). This program shall be evaluated based on meeting minimum safety requirements of OSHA standards.	
Methodology	5%	Quality and clarity of Proposer's work plan including schedule, construction work hours/days, logistics, understanding of the work, and sensitivity to ongoing school operations (with emphasis on child/staff safety). Addressing local community issues (noise/dust control, parking, traffic control, circulation, etc., as applicable). GC recommendations regarding any time and cost saving ideas.	
Financials	5%	Financial stability and condition of the Firm. Dun and Bradstreet (D&B) rating. In the absence of a D&B rating for the firm, the most recent financial statements will be evaluated. Financial ratios; current and debt/asset ratios; comparison against construction industry standards.	
HUB Participation	5%	HUB Participation. Proposed construction team composition (including subcontractors) in keeping with the District's minimum expectation of 25% or greater is valued for this criterion, including commitment to communicate with and solicit the involvement of HUBs.	10%
	2%	HUB Plan. Evidence of Firm's HUB Plan and good faith effort. Documentation including, but not limited to, advertisements, written notification to subcontracting firms, contact with certifying agencies such as NCTRCA, and State of Texas HUB program	
	2%	Historical Utilization. Provide information showing historical HUB utilization and actual percentages.	
	1%	Joint Venture. Written documentation that prime firm is a joint venture and that at least one of the partners in the Joint Venture is a HUB firm.	

Proposal Forms



Spec Section 004111 – Proposal Form Base Bid (Part 1A of the CSP)

- Proposed Bid Amount for Bid Package
- Proposed Contract Duration for each Project within the Bid Package

Spec Section 004112 – Proposal Form Alternates and Unit Prices (Part 1B of the CSP)

- Proposed Prices for Alternates listed indicating add or deduct
- Proposed Unit Prices for Items listed indicating add or deduct

Spec Section 004113 – Technical Proposal Form (Part 2 of the CSP)

- Contractor's company information
- Prior experience in school construction – up to 10 projects
- Personnel Qualifications
- Contractor's Safety Program or adopt FWISD's
- Methodology and Construction Approach



Bidding Tips and Strategies



Price

- Stay competitive yet profitable
- Understand industry trends and cost fluctuations
- Consider alternative work schedules

Schedule

- Meet or improve the District's expected duration
- Show you know how to work in **occupied** schools

Experience

- Emphasize **Educational** and **FWISD** projects

Safety

- Show your **safety** program is in place or adopt the district's safety program
- Demonstrate an excellent safety record

HUB

- Confirm your commitment to **meet** or **exceed** the HUB participation expectation – **25%**
- Demonstrate previous HUB participation



- ❖ Understand the selection criteria and proposal processes
- ❖ Read the documents
- ❖ Attend the Pre-Proposal Meeting and Site Visits

Bidding Tips and Strategies



References

- Make sure contact information is correct
- Verify references will be available

Processes

- Know forms and required documents
- Understand the selection criteria and points
- Follow proposal submittal instructions
- Comply with communication protocols
- Attend the pre-proposal meeting and site visits
- Find the right partners ahead of the bid time
- Ask questions at appropriate time

Format and Outline

- Examine addenda thoroughly
- Answer All questions completely
- Perform a thorough review prior to submitting
- Ask for a debriefing to improve next time



Defined Scope and Responsibilities are the Cornerstones of any Successful Project

How do I stay involved and informed?



Contact Information

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FWISD Website: www.fwisd.org/cip

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