

Proposal Evaluation Process

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette.

PURPOSE OF DOCUMENT:	Provide to Proposers information concerning the evaluation process.		
CROSS-REFERENCE TO FACILITIES MANUAL:	None		
CONTENTS:	Proposal Evaluation Process		
FOR USE WITH:	Design Build Contract Documents		
COMPLETED BY:	√	Filling in	√ Adding Text
ITS USE IS:	√	Required	Optional
			No Data Required

Completion Instructions:

1. Notes, suggested text, instructions and other information is formatted using the following methods:
 - Hidden text within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
 - Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.
 - Suggested text is shaded in gray without brackets (see Modifications and Additions below.)

Modifications and Additions:

1. The examples given must be modified to reflect similarity to the scoring utilized for the project.
2. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.
3. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.

Comments:

None

Request for Proposals**PROPOSAL EVALUATION PROCESS**

Proposals will be evaluated by a University committee comprising various representatives of the University. This University committee herein after will be referred to as the "Review Panel."

The Review Panel will review each Proposal and determine the following:

1. Whether each submitted Proposal is responsive to the requirements of this RFP.
2. The technical scores of each responsive submittal. Using the evaluation criteria as identified below, each technical review committee member will individually evaluate and assign technical points for each submittal. All committee member's scores for each submittal will then be added together to create a total sum of all technical points for each submittal. The total sum of technical points will then be divided by the number of committee members to determine a Net Technical Score for each submittal.
3. Determine the "Best Value" submittal. The "Best Value" submittal will be determined by establishing the following Evaluated Lump Sum: Lump Sum Price Proposal, plus all Unit Prices multiplied by their respective Estimated Quantities as stated in the Price Proposal form, if any, plus the daily rates of compensation for delay multiplied by their respective "multipliers" as stated in the Price Proposal Form; then dividing this sum by the net technical score to determine the "Cost per Point" of the combined submittal. The Proposer with the lowest cost per point "Best Value" will be selected by the University, as the lowest responsible proposer.

An example of how the Design Builder selection process will work is identified below:

Proposer	Net Technical Score	Evaluated Lump Sum	Cost per Point
A	280	\$18,850,000	\$67,321 per point
B	265	\$18,680,000	\$70,491 per point
C	255	\$18,500,000	\$72,549 per point

{Provide example in form above. Make sure example shows Proposer "A" as lowest "Cost per Point" Proposer. Also make sure "Net Technical Score" is consistent with Request For Proposal information provided by Facility.}

In the example above, the Design Builder to be selected is Proposer "A" whose "Cost per Point" is the lowest among all the responsive submittals and therefore provides the "Best Value" for the project.

General Requirements for Evaluation of Submittals

To be considered, each Proposer must adhere strictly to the format and content required as part of this RFP.

Responsive submittals will be evaluated with points awarded for the following separate categories:

{List out technical scoring categories and available points (points at Facility's option)}

- Preliminary Design Submittal (maximum of {80} points)
- Project Team Organization (maximum of {80} points)

{OPTIONAL: List out "design innovations", if any. See sections 1.6.1 and 1.8.28 of the RFP (points at Facility's option) }

- Design Innovation A if submitted (maximum of {10} points)
- Design Innovation B if submitted (maximum of {10} points)
- Design Innovation C if submitted (maximum of {10} points)

Total Points possible = {190} points