STATE OF COLORADO

OFFICE OF THE STATE ARCHITECT

STATE BUILDINGS PROGRAM

APPENDIX A1: EVALUATION OF QUALIFICATIONS FORM: COMPETITIVE SEALED BEST VALUE BIDDING

Name of Firm:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AFB REFERENCE MINIMUM REQUIREMENTS Y \_\_\_\_ N \_\_\_\_

If the minimum requirements (including letter from surety) have not been met, specify the reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTIONS:

1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
2. Use only whole numbers.
3. Rating: 0 = not provided, 1 = Unacceptable, 2 = Poor, 3 = Fair, 4 = Good, 5 = Excellent
4. Total score includes the sum total of all criteria.
5. A passing score (as a percentage of the total points available) is to be established by the state prior to evaluation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * + - 1. TECHNICAL APPROACH TO PROJECT
 | Weight | X | Rating | = | Score |
| * + Provide a strategic project approach summary discussing how your firm will provide successful Construction Contracting Services for this project. Include specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, etc.).
 |  | x |  | = |  |
| * + Provide a detailed description of how your firm will select qualified sub-contractors and manage them effectively on this project.
 | Weight | X | Rating | = | Score |
| 1. EXPERIENCE, PAST PERFORMANCE AND EXPERTISE
 | Weight | X | Rating | = | Score |
| * Provide a description of successful prior construction contracts, including performance in the areas of cost, quality control, schedule, compliance with plans and specifications and adherence to applicable laws and regulations as performed by your firm and by your subcontractors.
 |  | x |  | = |  |
| 1. PROJECT MANAGEMENT APPROACH
 | Weight | X | Rating | = | Score |
| * Provide a description of the composition and management structure of your firm. Identify the firm’s roles and responsibilities and relevant technical expertise and experience of the key management personnel that will be used on this project. Provide a description and separate graphic organizational chart complete with working titles identifying the lines of authority, responsibility and coordination between your firm and your subcontractors and,
 |  |  |  |  |  |
| * Describe the proposed project schedule, quality control program, financial resources, equipment to be used on this project and its current location, and any other information or resources that demonstrates your firm’s competency to perform this work
 | Weight | X | Rating | = | Score |
| 1. STAFFING PLAN
 | Weight | X | Rating | = | Score |
| * Provide a detailed staffing plan of key management personnel to be assigned to this project from your firm and your subcontractors and identify the time commitments and all current office locations.
 |  | x |  | = |  |
| 1. SAFETY PLAN AND SAFETY RECORD
 | Weight | X | Rating | = | Score |
| * Describe your firm’s safety program and provide your firms’ safety record over the last ten years.
 |  | x |  | = |  |
| 1. JOB STANDARDS
 | Weight | X | Rating | = | Score |
| * Demonstrate on past projects examples how a high quality of workmanship was achieved and industry standards of care were achieved and,
 |  | X |  | = |  |
| * Describe the firm’s method of personnel procurement, employment of Colorado workers, work force development and long-term career opportunities of workers and,
 | Weight | X | Rating | = | Score |
| * Describe the firm’s availability of training programs, including apprenticeships approved by the United States Department of Labor and,
 | Weight | X | Rating | = | Score |
| * Describe the benefits provided to workers, including healthcare and defined benefit or defined contribution retirement benefits, and whether the firm pays industry-standard wages.
 | Weight | X | Rating | = | Score |
| 1. AVAILABILITY AND USE OF DOMESTICALLY PRODUCED GOODS
 | Weight | X | Rating | = | Score |
| * Describe how your firm intends to use domestically produced iron, steel, and related manufactured goods in this project.
 |  | x |  | = |  |
| 1. EQUITY, DIVERSITY AND INCLUSION
 | Weight | X | Rating | = | Score |
| * Describe what Services under the contract or any Subcontract will be performed by a Service-Disabled Veteran Owned Small Business or historically disadvantaged businesses
 |  | x |  | = |  |
|  | Weight | X | Rating | = | Score |

Total Score: \_\_\_\_\_\_\_\_\_

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EXHIBIT A2: QUALIFICATIONS AND BID RANKING MATRIX: COMPETITIVE SEALED BEST VALUE BIDDING

INSTRUCTIONS/EXAMPLE:

1. QUALIFICATIONS 40% / BID 60%
2. Insert total score from each evaluator's SUBMITTAL review.
3. Add all evaluators’ total scores and divide by the number of evaluators to determine the average score for each firm’s qualifications.
4. The maximum score for qualifications on the evaluation form is equivalent to 40 points and is equivalent to the maximum points available for qualifications. Therefore, each firm’s score is determined as a percentage of the maximum points available. To score each average qualification score, use the example formula.
5. Assume the highest score is 600.

Scoring of Qualifications

Firm B: 600 x 40 points = 40 points

 600

Firm C: 500 x 40 points = 33.33 points

 600

Firm A: 400 x40 points = 26.66 points

 600

1. Determine score for each firm’s sealed Bid with the lowest fee being equivalent to a maximum score of 60 points. To score each Bid, use the example formula.
2. Assume the lowest Bid was $100,000.

Scoring of Bids

Firm A: $100,000 x 60 points = 60 points

 $100,000

Firm B: $100,000 x 60 points = 48 points

 $125,000

Firm C: $100,000 x 60 points = 39.99 points

 $150,000

1. Add the average qualification score to the Bid score to determine cumulative qualifications and fee score.
2. Numerically rank all firms with the highest scoring firm being the most qualified and advantageous to the state.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FIRM** | **QUALIFICATIONS** | **AVE.****QUALS** | **QUALS SCORE** | **BID****SCORE** | **QUALS****& BID SCORE** | **RANK** |
|  | **EVAL #1** | **EVAL #2** | **EVAL #3** | **EVAL #4** | **EVAL #5** | **EVAL #6** |
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