

TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION A: GENERAL BUSINESS REQUIREMENTS. The Proposer shall address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below.

The Evaluation Team will review the proposal to determine if the General Business Requirements are addressed as required and mark each with pass or fail. In addition to the General Business Requirements, the Evaluation Team will review each proposal for compliance with all RFP requirements.

PROPOSER LEGAL ENTITY NAME:			
Proposal Page # (Proposer completes)	Item Ref.	Section A— General Business Requirements	Pass/Fail (Owner Use ONLY)
		The Proposal must be delivered to the Owner no later than the Proposal Submittal Deadline specified in the RFP	
		The Technical Proposal and the Cost Proposal documentation must be packaged separately as required in the RFP.	
		The Technical Proposal should NOT contain cost or pricing information of any type.	
		The Technical Proposal must NOT contain any restrictions of the rights of the Owner or other qualification of the proposal.	
		A Proposer must NOT submit alternate proposals.	
		A Proposer must NOT submit multiple proposals in different forms (as a prime and a sub-contractor).	
	A.1.	<u>Statement of Certifications and Assurances:</u> Provide the Proposal Statement of Certifications and Assurances completed and signed by an individual empowered to bind the Proposer to the provisions of this RFP and any resulting contract. The document must be signed without exception or qualification.	
	A.2.	<u>Conflict of Interest:</u> Provide a statement, based upon reasonable inquiry, of whether the Proposer or any individual who shall perform work under the contract has a possible conflict of interest (<i>e.g.</i> , employment by VWGoA) and, if so, the nature of that conflict. NOTE: Any questions of conflict of interest shall be solely within the discretion of the Owner, and the Owner reserves the right to cancel any award.	
	A.3.	<u>Proposal Package Cover Sheet:</u> The outermost container displays Contractor Licensing information, with the Proposer's State of Tennessee Contractor's License Number, Classification, Expiration Date, and License Limit.	

PROPOSER LEGAL ENTITY NAME:			
Proposal Page # (Proposer completes)	Item Ref.	Section A— General Business Requirements	Pass/Fail (Owner Use ONLY)
	A.4.	<u>Euler Hermes:</u> Provide credit worthiness rating. A rating of CCC or better must be recorded to be considered for contract award.	
	A.5.	<u>Bonding:</u> Provide a letter from an insurance/surety. The surety for any and all bonds must have a rating of “A” or better with the U.S. Treasury Department Agency. The letter from the surety company must include the Proposer’s capability to provide bonding for this Project in accordance with the Terms and Conditions of the Contract. The letter must include the Proposer’s minimum bonding capabilities.	
	A.6.	<u>Insurance:</u> Provide a Certificate of Insurance (ACORD) stating the Proposer’s capability to provide insurance for this Project in accordance with the requirements as specified in the RFP.	
	A.7.	<u>Builder’s Risk:</u> Letter or ACORD document from insurance agent to confirm coverage for the estimated amount of this project.	
	A.8.	For the last three (3) years, provide the following ratios for the Proposer, calculated according to the generally accepted accounting principles: 1.) Quick Ratio and 2.) Debt/Worth. NOTE: The Owner may request CPA audited or reviewed financial statements prepared in accordance with generally accepted accounting principles from the apparent best-evaluated Proposer prior to final award of the agreement. If the requested documents do not support the financial stability of the Proposer the Owner reserves the right to reject the proposal.	
	A.9.	Provide a statement of whether, in the last ten (10) years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors. If so, include an explanation providing relevant details.	
	A.10.	Provide a statement of whether there have been any mergers, acquisitions, or sales of the Proposer within the last five (5) years. If so, include an explanation providing relevant details.	

PROPOSER LEGAL ENTITY NAME:			
Proposal Page # (Proposer completes)	Item Ref.	Section A— General Business Requirements	Pass/Fail (Owner Use ONLY)
	A.11.	Provide a statement of whether the Proposer or, to the Proposer's knowledge, any of the Proposer's employees, agents, independent contractors, or subcontractors, proposed to provide work on a contract pursuant to this RFP, have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony. If so, include an explanation providing relevant details.	
	A.12.	Provide a statement of whether there is any material, pending litigation against the Proposer that the Proposer should reasonably believe could adversely affect its ability to meet contract requirements pursuant to this RFP or is likely to have a material adverse effect on the Proposer's financial condition. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it would impair the Proposer's performance in a contract pursuant to this RFP. NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the Proposer must be properly licensed to render such opinions. The Owner may require the Proposer to submit proof of such licensure detailing the state of licensure and licensure number for each person or entity that renders such opinions.	
<i>Owner Use – RFP Coordinator Signature, Printed Name & Date:</i>			

End of Section A

TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION B: GENERAL QUALIFICATIONS & EXPERIENCE. The Proposer must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below. Proposal Evaluation Team members will independently evaluate and assign one score for all responses to Section B— General Qualifications & Experience Items.

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer completes)	Item Ref.	Section B—General Qualifications & Experience Items
	B.1.	Describe the Proposer’s form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, Limited Liability Company). If your organization is a corporation, please provide the date of incorporation.
	B.2.	Detail the number of years the Proposer has been in business as a Contractor. Detail the number of years the Proposer has been in business under its present business name. If applicable, list any former names under which your organization has operated. Briefly describe how long the Proposer has been performing the services required by this RFP.
	B.3.	Detail the name, e-mail address, mailing address, and telephone number of the person the Owner should contact regarding the proposal.
	B.4.	Briefly provide size of firm by office or branch if applicable, including, number of principals/owners, number of office personnel, and number of field personnel by skill set.
	B.5.	List jurisdictions and trade categories in which your organization is legally qualified to do business, and include registration or license numbers, if applicable.
	B.6.	<p>The statements requested below are intended to illustrate evidence of previous specialized knowledge and experience with DBC services. Statements should be able to demonstrate experience with all of the task types within the scope of work as required by the contract agreement. Please provide:</p> <ul style="list-style-type: none"> a) Summary information about your company’s DBC experience; and b) Information about three (3) recent projects for different owners in the United States your DBC team has successfully provided. <p>The information provided should include the names of the employees on the DBC team that you describe. Of particular interest are any projects involving automotive facility expansions of similar size and scale and/or prior VWGoA experience.</p>

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer completes)	Item Ref.	Section B—General Qualifications & Experience Items
	B.7.	<p>Provide a minimum of two (2), or a maximum of four (4), detailed previous examples with similar scope and complexity to the services sought by the Owner in this RFP. The examples should include current (ongoing) and completed (preferable within the last five (5) years) projects and Proposer should indicate those projects that were for VWGoA. List projects starting with the most recent and include the information as listed below for <i>each</i> project:</p> <ol style="list-style-type: none"> 1) Team’s performance with an emphasis on accelerated schedule and adherence to a budget. 2) Project name and location. 3) Brief description of scope. 4) Project size: <ol style="list-style-type: none"> a) Total dollars per square foot; b) Gross square foot area. 5) Year contracted and scope completed. 6) Client reference name / title, role on project, and contact information. 7) Project Prime Contractor and Prime Designer Firm Names to include, the key personnel and their roles on the project (from both the Prime Contractor and Prime Designer). 8) Each example should also identify the following: <ol style="list-style-type: none"> a) schedule; and b) project challenges and resolutions to those challenges. <p>A related Project History Form is provided for the Proposer’s use in compiling and presenting this information. Provide a Related Project History Form for up to four (4) projects of similar scope and complexity.</p>

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer completes)	Item Ref.	Section B—General Qualifications & Experience Items
	B.8.	<p>Provide documentation of the Proposer’s commitment to diversity as represented by its business strategy, business relationships, and workforce— this documentation should detail <u>all</u> of the following:</p> <ul style="list-style-type: none"> (a) a description of the Proposer’s existing programs and procedures designed to encourage and foster commerce with business enterprises owned by minorities, women, Tennessee service-disabled veterans and small business enterprises; (b) a listing of the Proposer’s current contracts with business enterprises owned by minorities, women, Tennessee service-disabled veterans and small business enterprises, including the following information: <ul style="list-style-type: none"> (i) contract description and total value; (ii) contractor name and ownership characteristics (<i>i.e.</i>, ethnicity, gender and Tennessee service-disabled veterans); (iii) contractor contact and telephone number; (c) an estimate of the level of participation by business enterprises owned by minorities, women, Tennessee service-disabled veterans and small business enterprises in a contract awarded to the Proposer pursuant to this RFP, including the following information: <ul style="list-style-type: none"> (i) participation estimate (expressed as a percent of the total contract value that will be dedicated to business with subcontractors and supply contractors having such ownership characteristics — PERCENTAGES ONLY — DO NOT INCLUDE DOLLAR AMOUNTS); (ii) descriptions of anticipated contracts; (iii) names and ownership characteristics (<i>i.e.</i>, ethnicity, gender and Tennessee service-disabled veterans) of anticipated subcontractors and supply contractors anticipated; and (d) the percent of the Proposer’s total current employees by ethnicity, sex, and handicap or disability. <p>NOTE: Proposers that demonstrate a commitment to diversity will advance VWGoA efforts to expand opportunity to do business with VWGoA as contractors and sub-contractors. Proposal evaluations will recognize the positive qualifications and experience of a Proposer that does business with enterprises owned by minorities, women, Tennessee service- disabled veterans and small business enterprises and that offers a diverse workforce to meet service needs.</p>

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer completes)	Item Ref.	Section B—General Qualifications & Experience Items
	B.9.	Provide a list or chart presenting annual dollar workload volume inclusive of number of projects on a per year basis for the last five (5) years. Minimum requirement is \$100M/yr.
	B.10.	Continuous Improvement Process – Describe how customer feedback is received and provide copies of the feedback received from the last five (5) projects completed. The projects completed can include projects worked on with VWGoA. If you do not have a Continuous Improvement Process in place, please identify.
	B.11.	Design Capability – In-house Describe your firm’s current “in-house” design staff capability with respect to completion of the design development phase of this scope of work. Please present a detailed program describing your firm’s approach to Design Build projects of similar scope, as well as detail the qualifications of your design team members along with relevant experience for each individual. If “in-house” design is not included in your capability – please describe your firm’s approach to partner with a capable design team to complete the design development and construction documents required for this scope of work.
SCORE (for <u>all</u> Section B—Qualifications & Experience Items above): (maximum possible score= 25)		
<i>Owner Use – Evaluator Identification:</i>		

End of Section B

TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION C: TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH. The Proposer must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below.

A Proposal Evaluation Team, made up of three or more employees, will independently evaluate and score the proposal's response to each item.

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items
	C.1.	Provide a narrative that illustrates the Proposer's understanding of the Owner's requirements and a detailed construction phasing plan as required to maintain VWGoA daily operations without interruption to logistics traffic and/or production activity.
	C.2.	<p><u>Project Approach:</u></p> <p>a) Discuss your DBC team's approach to accomplish the Owner's scope of services and phasing plan. Specifically describe the Proposer's approach/procedures for the following items:</p> <ul style="list-style-type: none"> • project schedule development and maintenance, including project phases as necessary to maintain daily operation flow. • project document completion • submittal approval listing individuals and their titles • estimate at each design phase as applicable to this project • subcontractor awards and oversight • project progress tracking • closeout procedures including: <ul style="list-style-type: none"> ○ punch list development ○ operations and maintenance manuals ○ warranties - provide a narrative of how warranty service calls are managed during the warranty phase ○ as-built drawings and specifications <p>b) Provide a statement of whether the Proposer intends to use subcontractors to accomplish the work required by this RFP during Phase I, and if so, detail:</p> <ul style="list-style-type: none"> • the names of the subcontractors along with the contact person, mailing address, telephone number, and e-mail address for each; • a description of the scope and portions of the work each subcontractor will perform; and • a statement specifying that each proposed subcontractor has expressly assented to being proposed as a subcontractor in the Proposer's response to this RFP. <p>c) Explain your firm's typical approach to ensuring that the operations and logistics surrounding construction have been planned. In particular explain, in detail, the following items:</p> <ul style="list-style-type: none"> • Identification of individuals that are part of the DBC team while working in the building • Working hours (proposed) • Security of both the building and the floors under construction • Risk assessment and plans for potential risks • Material storage, deliveries • Coordination with Owner supplied equipment installation teams

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items
	C.3.	<p><u>Project Staffing:</u></p> <ul style="list-style-type: none"> a) Describe how the Proposer shall staff this project. Identify individuals who shall be assigned to perform duties under the Agreement, including Proposer Executive(s), Project Manager(s), Superintendent(s) and others who comprise the project team, as well as those who will be reporting to VWGoA officials regarding project deliverables. Are the individuals that provide schedules, quality control, safety, and estimates, in-house and independent of project management? b) Include the percentage of time each proposed individual will be involved in this project during each phase. c) Explain the criteria used in developing this team. d) Provide concise summary resumes of these key personnel. <ul style="list-style-type: none"> 1.) Detail each individual's position/role with the Proposer team including the Proposer's subcontractors. 2.) Highlight applicable experience, positions, and/or work demonstrating similar responsibility. e) Utilizing an organization chart: <ul style="list-style-type: none"> 1.) Indicate lines of authority; and 2.) Illustrate how the project team will interface with the team. f) Provide a list of subcontractors and/or sub-consultants anticipated to be used on this project. Said list shall include the following for each sub-consultant and subcontractor: <ul style="list-style-type: none"> 1.) Firm Name; 2.) Firm Address; 3.) Specialty; and 4.) Firm Tennessee License Number.

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items
	C.4.	<p><u>Project Schedule:</u></p> <p>a) Provide a narrative that illustrates how the Proposer will manage the project, ensure completion of the scope of services without interruption to daily operations and future owner supplied equipment contractors, and accomplish required objectives within the Owner’s project schedule. Identify any objectives critical to project schedule and strategies to achieve them. Will scheduling be accomplished in-house or using external staff? Provide a narrative describing proposer’s experience with scheduling. VWGoA uses RPlan to schedule and monitor its construction program. Provide a narrative demonstrating how you currently provide or plan to provide efficient compatibility with our computer system and schedulers.</p> <p>b) Provide a schedule of all work between schematic design document turn-over to construction start. Schedule shall include milestone activities, including but not limited to:</p> <ul style="list-style-type: none"> o Bid package development/award; o Design Development Phase; o Permitting and Construction Phase o Any Owner required deliverables to meet these dates <p>c) Explain your experience and process for coordinating with Owner third party vendors and contractors. How would you coordinate with third party vendors (i.e. Equipment vendors) requiring access to the area in order to install equipment in the space.</p> <p>d) Based on the information available and the information provided, please explain your approach for completing construction within the time frame set by VWGoA. Explain the sequencing of the work and the construction schedule.</p> <p>e) Provide a narrative that illustrates how the Proposer manages obstacles and plans recovery actions using the project schedule. Are submittals tracked on the project schedule?</p>

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items
	C.5.	<p><u>Reporting:</u></p> <p>a) Detail your Team’s special or unique capabilities, operating procedures, technology, programs, innovative solutions, etc., that would directly benefit the Owner. Identify programs that this DBC team will use. Technology should cover at least the following areas of the project:</p> <ul style="list-style-type: none"> o Scheduling o Estimating o Job Costs o Project Management o As-Built /Drawings and Specifications (including photographs) o Drafting software o File sharing software <p>b) Provide examples of monthly reports, including but not limited to the following:</p> <ul style="list-style-type: none"> o Project summaries o Charts o Schedules <p>Status reports, etc. which detail up to-date data or information on project components. The emphasis here is demonstrating the reporting methodology for informing the Owner.</p>
	C.6.	<p><u>Quality Control:</u></p> <p>a) Describe how your entire project team will implement quality control throughout all the multi-faceted project phases.</p> <p>b) Describe your team’s processes for measuring performance.</p> <p>c) Describe how you identify risks and plan accordingly?</p> <p>d) Provide examples how you have worked with external inspectors?</p> <p>e) Describe your plan during the closeout phase of the project.</p>
	C.7.	<p><u>Competitive Procurements:</u></p> <p>a) Describe your firm’s approach in receiving competitive trade bid proposals for all work to be performed by subcontractors. Detail how your current procurement process ensures competition among subcontractors and delivers the best pricing for the State.</p> <p>b) Describe your firm’s approach to pre-qualification of subcontractors and vendors. Detail how this process provides the best quality to the State while providing equity to subcontractors and vendors.</p> <p>c) Describe your firm’s approach to the bid opening. Detail how this process will eliminate protests and the adverse delays.</p>

PROPOSER LEGAL ENTITY NAME:		
Proposal Page # (Proposer completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items
	C.8.	<p><u>Budgeting:</u></p> <p>a) Provide a narrative that illustrates how the Proposer will build and manage the Project. What is your track record for fast track projects of similar scope and complexity and what issues could you encounter and how would you resolve them?</p> <p>b) What processes do you have to ensure that the costs and schedule are in alignment?</p> <p>c) Describe your firm’s estimating capabilities. Who provides the conceptual estimating for changes? In-house estimators or subcontractors? Who provides mechanical and electrical conceptual estimating for your firm?</p>
SCORE (for <u>all</u> Section C— Technical Qualifications, Experience & Approach Items above):		
		<i>(maximum possible score= 45)</i>
<i>Owner Use – Evaluator Identification:</i>		
<i>Owner Use – RFP Coordinator Signature, Printed Name & Date:</i>		

End of Section C

**DESIGN BUILD COST
 PROPOSAL SUMMARY**

SUMMARY & SCORING GUIDE — SECTION D		
Proposer Name:		
Signature & Date:		
The signatory must be an individual or a company officer empowered to contractually bid the Proposer.		
The proposed cost and the submitted technical proposal associated with this cost shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the Owner. All monetary amounts are United States currency.		
		Owner Use Only
1.	Pre-Construction – Design and Construction Documents Lump Sum Fee _____	\$ _____
2.	Foundation and Shell Lump Sum Fee _____	\$ _____
3.	Fit Out Lump Sum Fee _____	\$ _____
4.	Mechanical Electrical Plumbing Lump Sum Fee _____	\$ _____
TOTAL COST ITEMS 1- 4		\$ _____
The RFP Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.		
lowest evaluation cost amount from <u>all</u> proposals evaluation cost amount being evaluated	x 30 (maximum section score)	= SCORE:
Owner Use – RFP Coordinator Signature, Printed Name & Date:		