

Design Proposal Content
& Evaluation Criteria

Exhibit A

The proposal must follow the format below and must not exceed **20**, single-sided pages, with no smaller than 11 point font. If a responder's proposal exceeds 20 pages, any pages following the 20th (regardless of what content those pages include) will be removed from the proposal. Use of 11"x17" pages is permitted, and each 11"x17" page will count as 2 pages toward the 20 page limit, unless it is graphical in nature (e.g. design schedule, org chart).

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. **Responder Information:** Responder's company name, business address, the contact person's name, telephone number, fax number and email address (as available).
2. **Project Understanding:** A statement of the objectives, goals and tasks to show or demonstrate the responder's view of the nature of the project. Responders must identify known and potential project challenges to completing the design.
3. **Work Plan, Project Approach and Methodology:** Provide a work plan that identifies and describes the project tasks to be accomplished, and a description of the proposed project approach and methodology to be utilized, and deliverables to be provided by the responder, and a description of the proposed project management techniques. This work plan will form the basis for cost negotiations after responder selection. The work plan must present the responder's approach, task breakdown, and deliverable due dates. Responders must review the Preliminary Bridge Plan and Concept Refinement Report, and discuss major project challenges. Respond to the work plan proposed in the "Bridge Design Scope of Work" and discuss modifications that may be necessary to complete this project.

The work plan and project approach must include and detail the following items:

- Graphic schedule for Contract activities—with proposed deliverable dates—that demonstrates how the work plan will be used to meet the design schedule. Schedule must identify all activities for completion of the bridge plans, and denote those activities critical to the completion of the bridge plans.
 - Org chart that clearly demonstrates the interaction of all functional areas.
 - A project approach and methodology for implementing Visual Quality throughout final design.
 - A project approach and methodology for performing independent technical reviews/constructability reviews of the structures.
 - A project approach and methodology related to structural modeling techniques.
 - Optimization opportunities (within the project constraints).
 - Discuss key components of extradosed design criteria and identify areas of concern in the proposed design criteria contained in the Preliminary Bridge Plan.
 - Identify risks and propose methodology to mitigate risks (*this includes, but is not limited to, Article 6.2.c, and 6.4 of the "Bridge Design Scope of Work."*)
 - Provide an approach to interpretation of geotechnical data for river foundation design;
 - Discuss pros and cons of an early bridge foundations contract.
 - Identify and discuss strategy for ensuring that environmental and hydraulic requirements for the project are satisfied. *This includes, but is not limited to, Article 6.2.b of the "Bridge Design Scope of Work."*
 - Identify construction challenges associated with precast, and cast-in-place construction, including, but not limited to, construction time and cost implications. Responder must provide a recommendation of an optimal construction method: precast or cast-in-place.
4. **Background and Experience:** A detailed description of the responder's background and experience as a major participant with similar work. This should include examples of similar work indicating the responder's level of involvement in the project. For the similar work identified, provide information

Design Proposal Content
& Evaluation Criteria

Exhibit A

on:

- 1) cost management (comparison of final cost to the initial Contract price with explanation of significant increases);
- 2) whether the sponsor's schedule was met (with explanation of any delays), and
- 3) sponsor feedback from clients of work examples cited regarding quality of services (for example any constructability or other plan reviews, any significant re-work required, or any known Contractor claims relating to plan errors).

Emphasis should be placed on ability and history in handling projects with special constraints similar to the state's proposed project. For all work examples cited, responders must identify specific personnel who worked on those projects, and describe the roles and responsibilities held by the key personnel identified.

5. **Key Personnel:** A list of the key personnel who will be assigned to the project and their area of responsibility. For each of the key personnel identified, provide descriptions that detail their training, work experience and qualifications relevant to the proposed work (details of work experience should be provided in key personnel resumes). For each of the work samples provided for the key personnel, describe the specific roles/responsibilities of the individual. If applicable, responders should identify experience of the personnel listed below for which they were the Engineer of Record on projects of similar scope and complexity.

- Project Manager;
- Lead bridge designer(s) for the extradosed superstructure (specifically identify bridges of similar scope and complexity for which the LBD was the Engineer of Record);
- Lead bridge designer(s) for the substructures (with drilled shaft and large diameter pile design experience, and precast seals);
- Lead bridge designer(s) for segmental concrete box spans;
- Lead Quality Control Check Engineer;
- Quality Assurance Manager;
- Construction Engineer (for constructability reviews);
- Geotechnical Engineer;
- Electrical Engineer(s);
- Visual Quality Coordinator;
- Hydraulics Engineer.

No change in key personnel assigned to the project will be permitted without the written approval of MnDOT's Project Manager. For each of the key personnel identified, provide a list of their current workload, expected completion dates, and percentage of time dedicated to these projects. Based on the list of current workload provided, also provide an estimated number of hours per week that key personnel are available to perform this work, through the final deliverable of this Contract.

6. Identification of the level of MnDOT's participation in the Contract, as well as any other services to be provided by MnDOT.
7. **Quality Management Plan:** Responders will provide a 10-page summary of the project specific Quality Management Plan (QMP) as an appendix to this Request for Proposals. The QMP will not count toward the 20 page limit. Responders are responsible for highlighting critical Quality Management elements that relate to this project. The Quality Management Plan will be evaluated as it is clearly integrated into the Work Plan and Project Approach.
8. **Resumes:** Responders will provide resumes for all key personnel identified. Resumes will be provided as an appendix to this Request for Proposals, and will not count toward the 20 page limit for the proposal. In 15 pages, provide resumes for all key personnel identified. Resumes should only contain information relevant to this Contract.

Design Proposal Content
& Evaluation Criteria

Exhibit A

9. **Additional Forms:** The forms and documents required under any other section of this RFP.

The responder must not include price information either in the body of the proposal or as a separate submittal.

Design Proposal Evaluation

The selection process being used for this project involves a two-step process. Step one will include the qualitative evaluation of technical proposals. Step two will be a structured interview of all responders.

Representatives of MnDOT will evaluate all responses received by the deadline. All responses will be evaluated on the basis of qualifications. A 100-point scale will be used to create the final evaluation recommendation.

The factors and weighting on which proposals will be judged are:

1. Responder's understanding and interpretation of project requirements, and technical competence and expertise as demonstrated by the responder's expressed project understanding, proposed project approach and methodology, project work plan, project management techniques, demonstrated understanding of the level of MnDOT's participation in the Contract, and integration of the Quality Management Plan into the Work Plan and Project Approach. (35%)
2. Specialized expertise, capabilities, and technical competence as demonstrated by the Responder's background and experience with similar work, and ability and experience in handling projects with similar constraints. (5%)
3. The responder's record of past performance, including ability to control costs, ability to meet schedules and quality of work. (5%)
4. The availability of personnel and other resources to perform the work on or before the specified completion date. (10%)
5. The qualifications and experience of key personnel (including information provided in resumes). (35%)
6. Interview (10%)

Step One:

In step one, a technical evaluation will produce a preliminary score for each proposal. The proposals will be evaluated and scored on the criteria identified above, except the 10% for the interview.

Step Two:

All responders will be required to participate in a structured interview. The interview will be approximately one hour in length and consist of structured interview questions prepared by MnDOT. Within 10 days of the submittal of proposals, MnDOT will designate the number and type of Proposer team members to attend the interview. The structured interview will count for 10% of the total evaluation, and will also serve to provide clarification of questions that arise during the technical evaluation. After all interviews are completed, the selection panel will finalize technical scores, incorporate the interview scores, and select a consultant to enter into negotiations with MnDOT.

It is anticipated that interviews will be conducted during the week of May 14th, 2012, so please plan accordingly. Interview questions will be available to the responders approximately 30 minutes before the

Design Proposal Content
& Evaluation Criteria

Exhibit A

interview. Responders will be responsible for their own costs associated with the interview.

Proposals will be evaluated and a successful responder will be chosen on the basis of qualifications only. The successful responder will be required to submit a detailed scope of services and budget within 3 days of the notification of selection. MnDOT and the successful responder will then meet to negotiate the final scope of services and compensation. If MnDOT and the successful responder are unable to agree upon a scope of services and compensation within a reasonable time (as determined by MnDOT in its sole discretion), then MnDOT may declare negotiations to be at an impasse, and may commence negotiations with the next highest-ranked responder.