

The proposal must follow the format below and must not exceed **10**, single-sided pages, with no smaller than 11 point font. If a responder's proposal exceeds 10 pages, any pages following the 10<sup>th</sup> (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 10 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.
3. **Work Plan and 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. The work plan must include and detail the following items:
  - Provide a graphic schedule that identifies Critical Path activities for design and peer review.
  - Org chart that clearly demonstrates the interaction of all functional areas.
  - A project approach and methodology for performing technical reviews/constructability reviews of the structures.
  - A project approach for the development of a contractor-style construction cost estimate. Identify those cost elements that are driven by material, means and methods, or labor costs, versus those driven by risk imposed by design specifics, site conditions, or other external influences.
  - 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 construction challenges associated with precast, and cast-in-place construction. 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 with similar work. This should include examples of similar work indicating the responder's level of involvement in the project, and the key personnel involved with the project. For the similar work identified, provide information 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 regarding quality of services (for example any significant re-work required). Emphasis should be placed on ability and history in handling projects with special constraints similar to the state's proposed project.
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.
  - Project Manager (include experience in resolving differences regarding design philosophy, risk management for variation, and experience in balancing competing interests);

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& Evaluation Criteria**

Exhibit B

- Lead bridge designer(s) for the extradosed superstructure (specifically identify bridges of similar scope and complexity for which the Lead bridge designer(s) was/were 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;
- Construction Engineer(s) (for constructability reviews and contractor-style cost estimate).

No change in personnel assigned to the project will be permitted without the written approval of MnDOT's Project Manager. For each of the key personnel assigned to the project, provide a list of their current projects, expected completion dates, and percentage of time dedicated to those 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. **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 10 page limit. Responders are responsible for highlighting critical Quality Management elements that relate to this project. The Quality Management process will be evaluated as it must be clearly integrated into the Work Plan and Project Approach.
7. **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 10 page limit. Resumes should only contain information relevant to this Contract.
8. **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.*

**Proposal Evaluation**

Representatives of MnDOT will evaluate all responses received by the deadline. An interview may be part of the evaluation process and will take place after the evaluation of the written proposals. 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. Technical competence and expertise as demonstrated by the responder's expressed project understanding, proposed project approach and methodology, project work plan, project management techniques, and integration of Quality Management Plan into the work plan. 30%
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. 10%
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 within the specified time limit. 15%
5. The qualifications and experience of key personnel (including information provided

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in resumes).

40%

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 after 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.