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# **MINNESOTA DEPARTMENT OF TRANSPORTATION**



## **St. Anthony Falls (35W) Bridge Design-Build Project**

### **Proposal Evaluation Plan**

**September 13, 2007**



**ST. ANTHONY FALLS (35W) BRIDGE  
DESIGN-BUILD PROJECT**

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# **ST. ANTHONY FALLS (35W) BRIDGE DESIGN-BUILD PROJECT**

## **1.0 INTRODUCTION AND PURPOSE OF THE PROCEDURE**

This document provides the methodology and criteria for evaluation of the Proposals received in response to the Request for Proposals (RFP) for the St. Anthony Falls (35W) Bridge Design-Build Project (Project) issued by the Minnesota Department of Transportation (Mn/DOT) on August 23, 2007.

The purpose of this Proposal Evaluation Plan is to provide a fair and uniform basis for the evaluation of the Proposals in accordance with Mn/DOT's enabling legislation and the RFP.

## **2.0 NON-DISCLOSURE INFORMATION & SECURITY OF WORK AREA**

This Proposal Evaluation Plan, and the evaluation materials, are sensitive information and shall not be publicly disclosed unless otherwise provided by statute or regulation. It is particularly important that any information designated as "proprietary" by any respondent be carefully guarded to avoid release of information contained in such documents. Each person with access to the Proposals, including the Technical Review Committee (TRC), Process Oversight Committee (POC), Technical Subcommittees (TS), and Technical Advisors (TA) will be required to complete and sign a Non-Disclosure Agreement.

No information regarding the contents of the Proposals, the deliberations by the TRC, Technical Subcommittees, or Technical Advisors, recommendations to the Commissioner of Transportation (Commissioner), or other information relating to the evaluation process will be released or be publicly disclosed without the authorization of the TRC Chair.

All requests made for information pertaining to this process shall be forwarded to the TRC Chair. The TRC Chair will be responsible for all communication outside the Proposal Evaluation and Technical Review Organization.

The TRC chair will obtain private meeting rooms for all discussions pertaining to evaluation of the Proposals. The TRC and TS committees may meet in separate rooms to discuss the Proposals. Only TRC, TS, POC and TA members will be authorized admittance to these rooms. Technical Subcommittees and Technical Advisors will only be allowed in the TRC meeting room when specifically directed by the TRC chair. If a situation arises that requires an individual who is not on a member of the TRC, TS, TA or POC to be admitted to the meeting rooms (unless allowed under Section 4.4), all discussions will be discontinued and all paperwork either properly stored or otherwise safeguarded until such personnel have departed the room.

Members of the TRC, POC, TS and TA will not be allowed to take any materials out of the evaluation or meeting rooms, unless specifically authorized by the Chair. This includes, but is not limited to, the Evaluation Plan, Proposals, notes, or other materials deemed confidential by the TRC chair or POC.

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## **3.0 RESPONSIBILITIES**

### **3.1 Evaluation Process Organization**

The following flow chart on the following page represents the Proposal evaluation organization for the Project. The TRC chair must approve justifications for additions or changes to this Organization.

### **3.2 Commissioner of Transportation**

The Commissioner and/or her designee will have responsibilities and duties that will include:

- Appointing TRC members.
- Opening the Price Proposal during the public price opening process.
- Performing the adjusted score calculation for each Proposal by dividing the Proposal Price (A+B) by the Technical Proposal Score.

### **3.3 Process Oversight Committee**

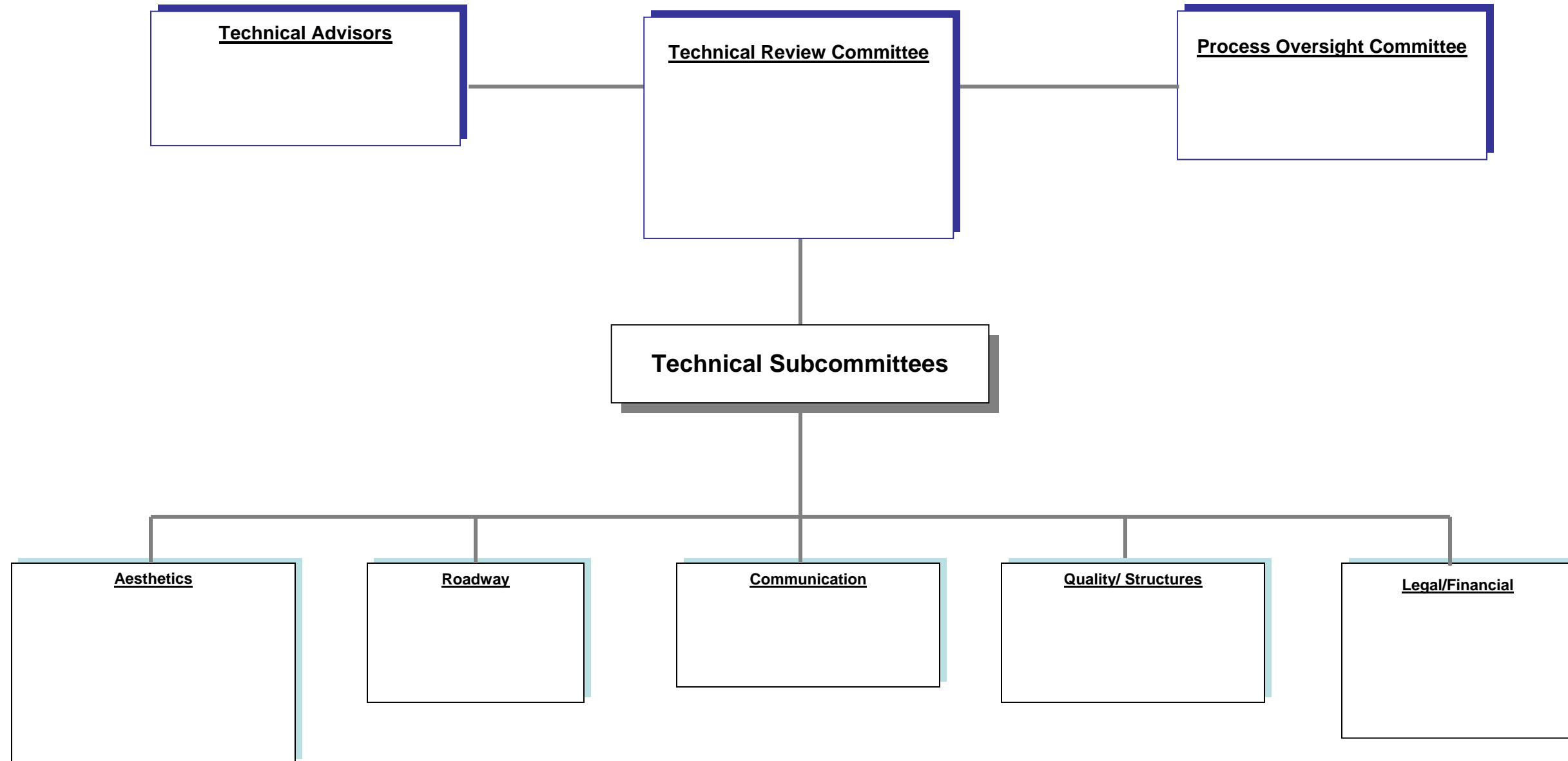
A non-voting group of observers will serve on a Process Oversight Committee.

- The POC will be charged with observing the process used by the TRC and the Technical Subcommittees and providing support, as necessary, during the Proposal review process.
- The POC may, but is not required to, submit to the TRC Chair a written report and/or specific questions to be used during any oral presentations.
- The POC may issue a report to the Commissioner or designee stating the committee's observations relative to Mn/DOT's adherence to the evaluation methodology as stated in this document. The report shall note any specific instances of deviation from the proposed evaluation procedures.

### **3.4 TECHNICAL ADVISORS**

- The Technical Advisors will serve as advisors to the TRC. Only the TRC will score the Proposals.
- The Technical Advisors will participate in meetings with the TRC, as needed, to provide input into the evaluation process.

**FIGURE 1 – PROPOSAL EVALUATION ORGANIZATION**



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### **3.4.1 TRC Chair Responsibilities**

The TRC Chair or designee will:

- Be responsible for securing written Non-Disclosure Agreements from the TRC, Technical Subcommittees, Process Oversight Committee and Technical Advisors prior to beginning the Proposal evaluation process.
- Serve as a point of contact in the event a TRC member, Technical Subcommittee member, or Technical Advisor has questions or encounters issues relative to the evaluation process.
- Verify that each Proposer's Price Proposal is separate from the Technical Proposal.
- Confirm that each Alternative Technical Concept (ATC) that is incorporated in the Proposal is incorporated properly.
- Submit written requests for clarification to Proposers if the evaluation team determines that a Proposal contains unclear information or otherwise needs clarification.
- Assign members of the TRC, along with other personnel, to serve on Technical Subcommittees.
- Coordinate and facilitate the participation of Technical Subcommittees, as necessary, during the course of the evaluation and selection process.
- Be responsible for ensuring the timely progress of the evaluation, coordinating any consensus meeting(s) or re-evaluation(s), and ensuring that appropriate records of the evaluation are maintained.
- Recommend for approval by the Commissioner of Transportation a substitution and/or supplementation of evaluation personnel if a Technical Subcommittee member or Technical Advisor is unable to complete his/her responsibilities, or if additional Technical Subcommittee members or Technical Advisors are necessary to evaluate the Proposals more thoroughly.
- With the concurrence of the Process Oversight Committee, the TRC Chair may deviate from any procedure as prescribed herein as long as said deviations do not otherwise violate the applicable law. The change or modification should be documented in a TRC report to the Commissioner.
- Ensure that each TRC member individually reviews and assesses each Proposer's Technical Proposal using the overall criteria set forth in this Proposal Evaluation Plan.
- Be responsible for securing the evaluation materials.

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## **3.5 TECHNICAL REVIEW COMMITTEE**

The TRC, a six member voting committee, will perform the Technical Proposal evaluation and scoring.

- Each TRC member will perform an independent review of each Technical Proposal submitted. All TRC members will have an equal weight in scoring the Proposals.
- The combined average scoring of the TRC will become the official final Technical Evaluation score for each Proposal.

## **3.6 TECHNICAL SUBCOMMITTEES**

The Technical Subcommittees will be comprised of individuals with expertise in specific fields such as visual quality and legal, etc.

- The Technical Subcommittees will serve as advisors to the TRC. Only the TRC members will score the Proposals.
- If a Technical Subcommittee recommends that a Proposal is non-responsive to any evaluation criteria, the Subcommittee will report that information to the TRC. The TRC will make a determination on the responsiveness of the Proposal. The TRC has the authority to request additional materials from any non-responsive proposer in order to become responsive.
- Technical Subcommittees shall submit their strength and weakness assessments to the TRC Chair for distribution to the TRC members for consideration in completing the scoring matrices.
- The Technical Subcommittees will be available during the entire evaluation process, as requested by the TRC.

## **4.0 EVALUATION PROCEDURE**

The Proposals will arrive in three separate marked packages; the Technical Proposals in one package, EEO & DBE Submittals in the second package, and the Price Proposals in the third package. The Price Proposals and EEO & DBE Submittals will remain unopened until the Technical Evaluation process has been completed and all Technical Proposals have been scored by the TRC. The Technical and Price Proposals will remain separated until the Technical Proposal scores are submitted to the Commissioner or designee prior to the Price Proposals opening.

The following presents a general framework for the organization of the TRC and the methodology for scoring the Proposals in relation to the information that was requested in the RFP.

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## **4.1 Technical Evaluation Procedure**

The following steps summarize the general procedures for the Technical Proposal evaluation:

- *Step 1 – Responsiveness Review: Pass/Fail Evaluation.* The Legal Subcommittee will review the Technical Proposals for responsiveness and make recommendation to the TRC for consideration.
- *Step 2 – Responsiveness Review: ATCs:* The TRC Chair or designee will review whether the Proposer properly incorporated any ATCs into its Technical Proposal and make recommendation to the TRC for consideration.
- *Step 3 – Technical Proposal Evaluation:*
  - The TRC, Technical Subcommittees and Technical Advisors will review the Technical Proposals.
  - A representative of each Technical Subcommittee will provide their subcommittee's findings of strengths and weaknesses to the TRC.
  - The TRC shall participate in an oral presentation and Technical Advisors may participate in an oral presentation with each proposing teams (if used).
  - The TRC will determine the Technical Proposal scores.
  - The TRC Chair will present a summary of the technical Proposal scores to the Commissioner. The scores of the TRC are deemed as Final and not subject to modification by an outside party.
- *Step 4 – Price Proposal Opening:*
  - The Commissioner or designee will publicly open the Price Proposals and determine the adjusted score of each Proposal.

## **4.2 Step 1 – Responsiveness Review: Pass/Fail Evaluation**

The Legal Subcommittee and/or the Process Oversight Committee will review the Technical Proposals for responsiveness to the RFP requirements by completing and forwarding to the TRC Chair, Appendix A for each Technical Proposal. The Chair may also request that a representative of the Legal Subcommittee report its findings to the Technical Review Committee.

If a Proposal obtains an initial non-responsive or fail score, the TRC Chair may issue requests for clarification or supplemental information from the Proposer to obtain a subsequent responsive or passing rating.

If a Proposal fails to achieve a passing score on any of the pass/fail portions of the evaluation, the TRC may recommend to the Commissioner or designee that the

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Proposer be disqualified as Non-Responsive to the RFP. If the Commissioner or designee agrees with the TRC non-responsive recommendation, the TRC Chair shall draft a notice for the Commissioner's or designee's signature after which the notice will be issued to the appropriate Proposer.

### **4.3 Step 2 – Responsiveness Review: ATCs**

The TRC Chair and/or designee will verify that any ATCs included in the Technical Proposal were properly incorporated by completing Appendix B for each Technical Proposal. The TRC Chair reserves the right to request clarifications from Proposer's if incorporation of an ATC is unclear.

### **4.4 Step 3 – Technical Proposal Evaluation**

The TRC, the Technical Subcommittees, and Technical Advisors will conduct the Technical Proposal review and evaluation. The following procedures outline the process to be followed during Step 3 of the evaluation process.

- The TRC Chair will assign members of the TRC, along with other personnel, to serve on Technical Subcommittees. This assignment will be based on the technical expertise of the individual member being asked to serve.
- The TRC Chair will hold a Proposal evaluation kick-off meeting to review the Instruction to Proposers (ITP) and the Proposal Evaluation Plan with the TRC, POC, Technical Subcommittees, and Technical Advisors.
- Following the kick-off meeting, each Technical Subcommittee as a group will review each Proposal, focusing on the technical issues associated with that subcommittee. The Technical Subcommittee facilitators may provide written clarification questions to the TRC Chair to request a clarification notice be sent to a Proposer. Proposals cannot be materially changed nor significantly altered by the clarification. Each Technical Subcommittee will provide a single collective assessment of strengths and weaknesses findings to the TRC Chair on Appendix C for each Technical Proposal. Strengths and weaknesses are defined with respect to the qualitative ratings set forth in Section 5.
- In conjunction with the completed strengths and weaknesses findings from the Technical Subcommittees, the Technical Advisors will review the Proposals in order to be able to provide input to the TRC during the TRC Proposal Evaluation meeting.
- The TRC Chair will hold an initial TRC Proposal Evaluation meeting that will include the TRC and Technical Advisors. TRC members and Technical Advisors will independently review the Proposal materials. TRC members will be allowed to begin drafting comments on the forms in Appendix D, makes notes in Proposals, formulate clarification questions, or drafting potential interview questions. **TRC members shall not begin any scoring in Appendix D at this time.** No discussions regarding the Proposal contents shall occur during this

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initial review, unless authorized by the TRC Chair. TRC members may take notes on separate pieces of paper or request additional forms from the TRC Chair. However, all notes must be included in the Evaluation Plan at the conclusion of the Proposal review process. TA members will also be allowed to make notes in the Proposal, but shall not fill out the forms in Appendix D.

- After the TRC has reviewed each Proposal at least once, representatives of the Technical Subcommittees will report their committee's strength and weaknesses findings of each Proposal to the TRC. Copies of the strengths and weaknesses findings reported on the forms in Appendix C will be provided to each TRC and TA. TRC, TA and POC members will be allowed to ask the Technical Subcommittee questions regarding their findings. The Technical Subcommittees and Technical Advisors may also suggest questions for the oral presentations.
- The TRC members may provide written clarification questions to the TRC Chair to request a clarification notice be sent to a Proposer. Proposals cannot be materially changed nor significantly altered by the clarification.
- The TRC, TA and POC members will meet to discuss the Proposals. Discussions may take place before the Technical Subcommittee reports, but shall not conclude before the Technical Subcommittee reports. This meeting may include drafting interview questions that may be specific to each team.
- The TRC will participate in the oral interviews. Technical Advisors, Process Oversight Committee and representative from each Technical Subcommittees may be present, but will not be allowed to directly ask questions of the Proposers. TRC members may consider the contents of the oral interviews in their evaluations. However, TRC members shall disregard any additional information provided by the Proposer during the interview that enhances the originally submitted Proposal.
- Following the oral interviews, the TRC, TA and POC members will meet again to discuss the interviews and contents of the Proposals. After all discussions have ended, each TRC member will independently record his/her final comments on the evaluation forms included in Appendix D. Evaluation comments shall be specific and not generalized.
- The TRC members shall independently score each Proposal by assigning a percentage based on the Qualitative Assessment rankings shown in Section 5.0 and Appendix G. TRC members will multiple the percentage by the maximum total points in each category and record this value in the Evaluators Technical Proposal Score column in Appendix D.
- Each TRC member will complete the Evaluator Summary Sheet in Appendix E by transferring the values computed in Appendix D to this form for each Proposal.

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- The Process Oversight Committee and/or Technical Advisors will audit the evaluation forms and score sheets from each TRC member and sign the Form in Appendix E following the audit.
- The TRC Chair will determine the average score for each Technical Proposal from all of the scores provided by the TRC members on Appendix F, and will submit the results along with a report of the results of the evaluation to the Commissioner or designee, following an audit by the Process Oversight Committee.
- If authorized by the TRC Chair and POC, the Aesthetic Subcommittee will be allowed to contact members of the Visual Quality Advisory Team identified in Book 2, Section 15.2.3.2.1 if, and only if, they need specific technical advise from any of these individuals during the evaluation process. The POC will oversee contact with these individuals.
- If authorized by the TRC Chair and POC, the TRC and/or TA's may request information from the Minnesota Occupational Safety and Health Administration (OSHA) if the TRC or TA needs assistance with interpreting safety information contained in the technical proposals. If conversations occur with OSHA, the name of the Proposer shall not be revealed and the POC will oversee contact with these individuals.

### **4.5 Step 4 – Price Proposal Opening**

- On the Price Proposal opening date, the Commissioner or designee will announce the Technical Proposal score for each Proposal, and will publicly open the Price Proposals and divide the A+B Value (Line 29 of Form 14) by the Technical Proposal score to obtain the adjusted score of each Proposal. The Commissioner or designee may use a spreadsheet similar to Appendix G.
- After the adjusted scores are determined, the TRC Chair or his designee will perform a responsiveness review of the Price Proposal with the lowest adjusted score.

## **5.0 TECHNICAL PROPOSAL SCORING**

The TRC will review the Technical Proposals, along with the strengths and weaknesses findings prepared by the Technical Subcommittees, according to the criteria set forth in the RFP. Each TRC member will then qualitatively evaluate each of the major categories. Proposal elements will initially be given a qualitative rating. The four assessment levels of general competency are:

- **Excellent** (91-100 percent): The Proposal demonstrates an approach with unique or innovative methods of approaching the proposed work. The Proposal is considered to significantly exceed stated requirements/objectives in a beneficial way (providing advantages, benefits, or added value to the project) and provides a consistently outstanding level of quality.

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- **Very Good** (76-90 percent): The Proposal demonstrates an approach offering unique or innovative methods of approaching the proposed work. The Proposal exceeds the stated requirements.
- **Good** (61-75 percent): The Proposal demonstrates an approach that is considered to adequately meet the RFP requirements/objectives and offers an acceptable level of quality.
- **Fair** (50-60 percent): The Proposal demonstrates an approach that is marginally meets the RFP requirements/objectives.
- **Fails** (0-49 percent): The Proposal is considered to not meet the RFP requirements or is non-responsive.

Strengths and weaknesses are defined as follows:

- *Strengths* – That part of the Proposal that ultimately represents a benefit to the Project and is expected to increase the Proposer's ability to meet or exceed the RFP requirements.
- *Weaknesses* – That part of a Proposal which detracts from the Submitter's ability to meet the RFP requirements or may result in inefficient or ineffective performance.

Once the TRC members assign qualitative ratings to each Proposal category, the TRC members will convert the ratings to a numbered value for the purpose of arriving at the official technical score for the Proposal. The Proposer will not receive a stipend unless the overall average Technical Score exceeds 50.

The progression of scoring from Fair to Good to Very Good through Excellent will reflect the aggressiveness of the Proposer's unique and innovative ideas to bring Mn/DOT increased benefit, advantage, quality and overall best value.

The Technical Proposal and oral interview, if held, will account for 100 percent of the total technical score.

Each Proposal will receive an average technical score. The average technical score will be determined by summing all TRC members' official technical scores and dividing by the number of TRC members. The Commissioner of Transportation will be advised of the Technical Review Committee average technical scores for each team. The TRC average technical scores are not subject to modification and will be used in the determination of the Design-Build Best-Value Team.

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**APPENDIX A  
Pass-Fail Checklist**

## **ST. ANTHONY FALLS (35W) BRIDGE DESIGN-BUILD PROJECT**

**Proposer:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

Proposal Pass/Fail Component	Yes/No	Notes
Facial Responsiveness of Technical Proposal (ITP reference – 4.1.1, 4.1.2, 4.3.2 and 4.3.3).		
20 page (single-sided) maximum (excluding dividers and appendices)		
Technical Proposal Includes:		
Executive Summary		
Quality		
Aesthetics		
Enhancements		
Public Relations		
Appendix A – Design Plans (not to exceed 10 11x17 sheets)		
Appendix B- Not Used		
Appendix C – ATC's		
Appendix D – Resumes (not to exceed 10 pages)		
Proposal Pass/Fail Component	Pass/Fail	Notes
<b>Business Form.</b> (ITP reference 5.3.2 (a)) Business form of proposer and team members shall meet the Project requirements.		
<b>Changes Since the SOQ.</b> (ITP reference 5.3.2 (b)) The Major Participants and Key Personnel listed in the proposal shall not have changed since the submission of its SOQ, except with the approval of Mn/DOT.		
<b>Surety Commitments.</b> (ITP reference 5.3.2 (c)) Proposer has delivered commitment letters from a surety or insurance indicating: <ul style="list-style-type: none"> <li>- That the surety will issue a payment and performance bond as required by Book 1 (Form 17)</li> <li>- That the surety will issue a warranty bond as required by Book 1 (Form 18)</li> </ul>		
<b>Governmental Rules.</b> (ITP reference 5.3.2 (d)) The terms, conditions, ideas, concepts, and techniques of the Proposal comply with all Governmental Rules.		
<b>Proposal Forms Required by Section 4.3.3.2.</b> (ITP reference 5.3.2 (e)) The proposer submitted the required forms, certifications and documents; the forms appear to be complete, accurate, and responsive, and they do not indicate any material adverse changes from the information provided in the SOQ materials;		

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Proposal Pass/Fail Component	Pass/Fail	Notes
Form 1 – Design-Build Proposal Form and Signature Page, Including authorization to execute proposal. If joint venture, Form 1 must be signed by all JV members		
Evidence of Good Standing. Provide evidence that proposer (and its general partners and joint venture members) are qualified to do business by providing a good standing certificate for each such entity from the state of its organization/formation, and dated no more than 90 days before the proposal due date.		
Describe Legal Structure of proposer and names of partners and joint venturers (see form 3).		
Joint and several letter. If proposer is JV, letter from each JV member agreeing to be jointly and severally liable.		
Limited Liability Equity Holders. If proposer is limited liability entity, names and addresses of equity holders showing their interests		
Evidence of Authority. Provide power of attorney, or corporate resolution as evidence of authority to execute and deliver the proposal.		
Form 2 – Certification to Commissioner of Transportation		
Form 3 – Information about Proposer Organization		
Form 4 – Information about Major Participants and subs		
Form 5 – Responsible Proposer and Major Participant Questionnaire		
Form 6 – Industrial Safety Record		
Form 7 – Non-Collusion Declaration		
Form 8 – Conflict of Interest Disclosure Statement		
Form 9 – Equal Employment Opportunity Certification for Proposer, each Major Participant, and non-exempt subcontractors		
Form 10 – Notice and Certification Regarding Debarment and Suspension for Proposer and each Major Participant		
Form 11 – Certification Regarding Lobbying		
Form 12A or 12B– Steel Certification		
Form 21 - Guaranty Commitment. If guaranty is required, commit to provide guaranty as shown in form 21. (Guaranty is required if (a) proposer is a newly formed corporation, or (b) proposer is a limited liability entity, or (c) at Mn/DOT's discretion if proposer organization changes).		
Form 22 – Not Used		
Form 23 – Substructure Locations. Indicate five substructure locations.		
<b>Proposal Forms Required by Section 4.5</b> [ITP reference 5.3.2 (f)]. Proposer has provided information and forms required by section 4.5		
Form 9 (EEO Certification)		
Human Rights Certificate (note: at award)		
<b>Other Forms. Proposer submitted forms required by other sections of the ITP</b>		
Form 13 – Not Used	N/A	
Form 14 - Proposal Price - N/A (part of price proposal)	N/A	
Form 15 – Not Used	N/A	

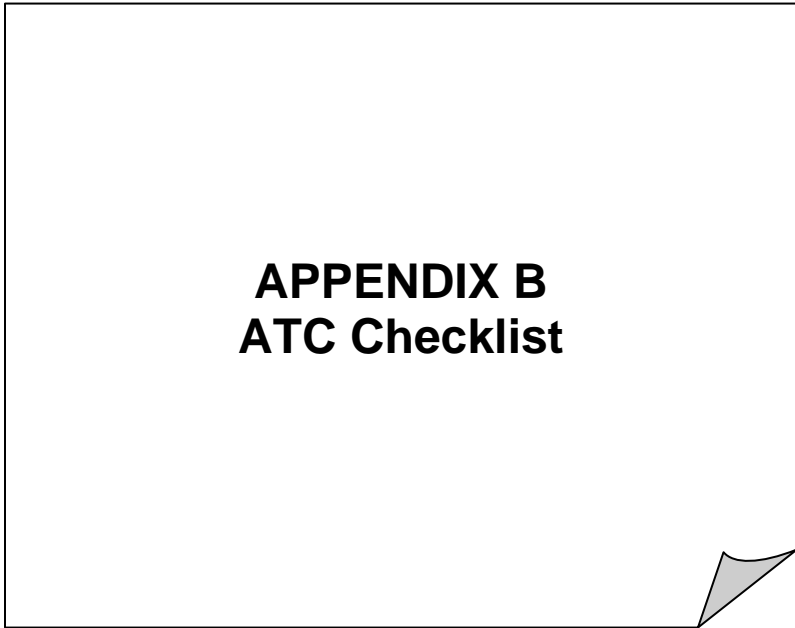
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Proposal Pass/Fail Component	Pass/Fail	Notes
Form 16 – Proposal Bond – N/A (part of price proposal)	N/A	
Form 17 - Payment & Performance Bond – N/A (informational)	N/A	
Form 18 – Warranty Bond – N/A (informational)	N/A	
Form 19 - Bridge Cost Estimate	N/A	
Form 20 – Opinion of Counsel – N/A (at contract execution)	N/A	

Note: P= Pass; F = Fail, NA = Not Applicable

DB pass/fail eval sheet - SP 2783-120

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**APPENDIX B  
ATC Checklist**

**ST. ANTHONY FALLS (35W) BRIDGE  
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Proposer: \_\_\_\_\_ Evaluator: \_\_\_\_\_

ATC No.	ATC Description	Approval Status	Mn/DOT Approval Letter Included	All Conditions Capable of Being Met in Technical Proposal Have Been Met	Pass/Fail
1					
2					
3					
4					
5					
6					
7					
8					

**ST. ANTHONY FALLS (35W) BRIDGE  
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**APPENDIX C  
Subcommittee  
Strength and Weakness  
Evaluation Forms**



## STRENGTH/WEAKNESS FINDINGS

Proposer: \_\_\_\_\_

Subcommittee: Quality / Structural Enhancements

QUALITY				
EXTENT OF QUALITY CONTROL / QUALITY ASSURANCE	Page #	Strength	Weakness	
<ul style="list-style-type: none"> <li>Design and Construction Relationships necessary to meet the Project Goals</li> </ul>				<i>Comment:</i>

QUALITY				
SAFETY	Page #	Strength	Weakness	
<ul style="list-style-type: none"> <li>Approach and commitment towards implementing a safety incentive program on the Project.</li> </ul>				<i>Comment:</i>

## STRENGTH/WEAKNESS FINDINGS

Proposer: \_\_\_\_\_

Subcommittee: Quality / Structural Enhancements

<b>QUALITY</b>				
MEASURES TO EVALUATE PERFORMANCE IN CONSTRUCTION	Page #	Strength	Weakness	
<ul style="list-style-type: none"> <li>Proposed objective measures that will be performed to insure the constructed product meets or exceeds the contract requirements.</li> <li>Enhancements to the quality template.</li> </ul>				<i>Comment:</i>

<b>STRUCTURAL ENHANCEMENTS</b>				
	Page #	Strength	Weakness	
<ul style="list-style-type: none"> <li>Commitments to provide innovative procedures and/or materials to minimize the life cycle costs of maintaining the corridor and maximize the benefits to road users taking into consideration context sensitive design principals.</li> </ul>				<i>Comment:</i>

## STRENGTH/WEAKNESS FINDINGS

Proposer: \_\_\_\_\_

Subcommittee: Visual Quality

<b>AESTHETICS</b>				
	Page #	Strength	Weakness	
<ul style="list-style-type: none"> <li>Commitments to enhance the aesthetic requirements in the RFP.</li> </ul>				<i>Comment:</i>
<ul style="list-style-type: none"> <li>Approach and commitment to involve stakeholders into the design process and enhancements to the Aesthetic features using context sensitive design.</li> </ul>				<i>Comments:</i>

## STRENGTH/WEAKNESS FINDINGS

Proposer: \_\_\_\_\_

Subcommittee: Geometric

<b>GEOMETRIC ENHANCEMENTS</b>				
	Page #	Strength	Weakness	
<ul style="list-style-type: none"> <li>Commitments to enhance the geometric features of the project and eliminate or minimize design exceptions.</li> </ul>				<i>Comment:</i>
<ul style="list-style-type: none"> <li>Enhancements to allow flexibility for future design and construction of I-35W at University Avenue and 4<sup>th</sup> Street.</li> </ul>				<i>Comments:</i>

## STRENGTH/WEAKNESS FINDINGS

Proposer: \_\_\_\_\_

Subcommittee: Public Relations

<b>PUBLIC RELATIONS</b>				
	Page #	Strength	Weakness	
<ul style="list-style-type: none"> <li>• Qualifications and experience of the Proposer's Public Information Coordinator</li> </ul>				<i>Comment:</i>
<ul style="list-style-type: none"> <li>• Approach and commitment to involve stakeholders, designers and construction personnel into the public relations process.</li> </ul>				<i>Comments:</i>

# STRENGTH/WEAKNESS FINDINGS

Proposer: \_\_\_\_\_

Subcommittee: Public Relations

PUBLIC RELATIONS				
	Page #	Strength	Weakness	
<ul style="list-style-type: none"> <li>Approach and commitments to mitigate nighttime construction noise impacts on nearby residences.</li> </ul>				<i>Comment:</i>

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**APPENDIX D  
Individual Rating / Scoring  
Sheets**

**St. Anthony Falls (35W) Bridge  
DESIGN-BUILD PROJECT**

Proposer:

Evaluator:

Evaluation Category <b>QUALITY</b>	Maximum Potential Points	Excellent (91-100)	Very Good (76-90)	Good (61-75)	Fair (50-60)	Fails (0-49)	Evaluator's Technical Proposal Score (Max Points X Score)	Comments
<b>Experience and Authority of Key Individuals</b>  ➤ Manager, Lead Bridge Design Manger, Construction Manager, Quality Management Team on similar projects.  ➤ Authority being proposed.	20							
<b>Extent of Quality Control / Quality Assurance</b>  ➤ Design and construction relationships necessary to meet the project goals.	10							
<b>Safety</b>  ➤ Approach and commitments towards implementing a safety incentive program on the project.	10							
<b>Measures to Evaluate Performance in Construction</b>  ➤ Objective measures that will be performed to insure the constructed product meets or exceeds the contract requirements.	10							

**St. Anthony Falls (35W) Bridge  
DESIGN-BUILD PROJECT**

Proposer:

Evaluator:

Evaluation Category <b>AESTHETICS</b>	Maximum Potential Points	Excellent (91-100)	Very Good (76-90)	Good (61-75)	Fair (50-60)	Fails (0-49)	Evaluator's Technical Proposal Score (Max Points X Score)	Comments
<ul style="list-style-type: none"> <li>➤ Commitments to enhance the aesthetic requirements in the RFP.</li> </ul>	10							
<ul style="list-style-type: none"> <li>➤ Approach and commitments to involving stakeholders into the design process</li> </ul>	10							

**St. Anthony Falls (35W) Bridge  
DESIGN-BUILD PROJECT**

Proposer:

Evaluator:

Evaluation Category <b>ENHANCEMENTS</b>	Maximum Potential Points	Excellent (91-100)	Very Good (76-90)	Good (61-75)	Fair (50-60)	Fails (0-49)	Evaluator's Technical Proposal Score (Max Points X Score)	Comments
<b>Geometric Enhancements</b> <ul style="list-style-type: none"> <li>➤ Eliminate or minimize design exceptions</li> <li>➤ Improve future clearances of I-35W at University Avenue</li> <li>➤ Improve future clearance of I-35W at 4<sup>th</sup> Street.</li> <li>➤ Enhancements meet the requirements of Book 2, Section 11.</li> </ul>	<b>10</b>							
<b>Structural Enhancements</b> <ul style="list-style-type: none"> <li>➤ Innovative procedures and/or materials to minimize the life cycle costs of maintaining the corridor and to maximize the benefits to road users</li> <li>➤ Consideration of context sensitive design principals</li> </ul>	<b>5</b>							

**St. Anthony Falls (35W) Bridge  
DESIGN-BUILD PROJECT**

Proposer:

Evaluator:

Evaluation Category <b>PUBLIC RELATIONS</b>	Maximum Potential Points	Excellent (91-100)	Very Good (76-90)	Good (61-75)	Fair (50-60)	Fails (0-49)	Evaluator's Technical Proposal Score (Max Points X Score)	Comments
<ul style="list-style-type: none"> <li>➤ Qualifications and experience of the Public Information Coordinator.</li> <li>➤ Approach and commitment to involve stakeholders, designers, and construction personnel into the public relations process.</li> <li>➤ Approach and commitments to mitigate nighttime construction noise impacts on nearby residences.</li> </ul>	<b>15</b>							

**St. Anthony Falls (35W) Bridge  
DESIGN-BUILD PROJECT**

**APPENDIX E**

**Evaluator  
Summary Sheet**

## St. Anthony Falls (35W) Bridge DESIGN-BUILD PROJECT

**Proposer:** \_\_\_\_\_

Technical Proposal	Maximum Potential Points	Technical Proposal Score
➤ <b>Quality (50%)</b>		
Experience & Authority of Key Individuals	<i>20</i>	
Extent of Quality Control / Quality Assurance	<i>10</i>	
Safety	<i>10</i>	
Measures to Evaluate Performance in Construction	<i>10</i>	
➤ <b>Aesthetics (20%)</b>		
Enhancements to the RFP	10	
Approach to involve stakeholders	10	
➤ <b>Enhancements (15%)</b>		
Geometric Enhancements	<i>10</i>	
Structural Enhancements	<i>5</i>	
➤ <b>Public Relations (15%)</b>	15	
<b>TOTAL</b>	<b>100</b>	

I hereby certify that the scores reflected above indicate my personal assessment and evaluation of the Technical Proposal for the above mentioned Proposer.

Evaluator Signature: \_\_\_\_\_

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

I hereby certify that I have audited this evaluation form for the above mentioned Proposer.

Auditor Signature: \_\_\_\_\_

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



**St. Anthony Falls (35W)  
DESIGN-BUILD PROJECT**

**APPENDIX F  
Technical Proposal Scores  
Summary**



## St. Anthony Falls (35W) DESIGN-BUILD PROJECT

Technical Review Committee	Technical Proposal Score			
	Proposer 1	Proposer 2	Proposer 3	Proposer 4
Member 1				
Member 2				
Member 3				
Member 4				
Member 5				
Member 6				
Average Score				



**St. Anthony Falls (35W)  
DESIGN-BUILD PROJECT**

**APPENDIX G  
Adjusted Score Summary**



**St. Anthony Falls (35W)  
DESIGN-BUILD PROJECT**

Proposer	Technical Proposal Score	Proposal Price (A)	Contract Time (B)	Adjusted Score ( (A+B) / Technical Proposal Score)
Proposer 1		\$		
Proposer 2		\$		
Proposer 3		\$		
Proposer 4		\$		



**St. Anthony Falls (35W)  
DESIGN-BUILD PROJECT**

**APPENDIX H  
Evaluation Criteria Guides**



**St. Anthony Falls (35W)  
DESIGN-BUILD PROJECT**

Evaluation Criteria	Qualitative Assessment Ratings				
	Excellent	Very Good	Good	Fair	Fails
<b>QUALITY</b>					
<i>Experience &amp; Authority of Key Individuals</i>					
Project Manager, Lead Bridge Design Manager, Construction Manager, Quality Management Team	<u>Very Good rating plus</u> – All key individuals have excellent experience in similar roles on large, successful design-build, river crossing projects.	<u>Good rating plus</u> – Most of the key personnel have experience in similar roles on major design-build, river crossing projects.	Some key personnel, but not all, have experience in similar roles on major design-build projects.	Most of the key personnel have limited experience in similar roles on major design-build projects.	Little or no design build experience or experience with major river crossings.
Authority being proposed.	<u>Very Good rating plus</u> – All key individuals are empowered with authority to stop work and make timely decisions and the Proposer shows excellent direct communication lines between key personnel and Mn/DOT, providing a high level of assurance to success on this project.	<u>Good rating plus</u> – Almost all key individuals are empowered with the authority to stop work, make timely decisions, and have direct communication lines with Mn/DOT.	Many key personnel are empowered with the authority to stop work, with many key personnel having direct contact with Mn/DOT.	Key personnel do not have much authority to make decisions (no stop work authority) and no direct contact with Mn/DOT is proposed.	Authority reporting not identified in the Proposal.
<i>Extent of Quality Control / Quality Assurance</i>					
Design and Construction integration necessary to meet the project goals	<u>Very Good rating plus</u> – Excellent integration of design into construction and construction into design through the entire process. Proposer includes excellent interaction with Mn/DOT. Relevant project experiences are provided that provide a high level of assurance of a sound quality program.	<u>Good rating plus</u> – Proposer commits to several enhancements to the Design Quality templates that provide significant added value to the Design and Construction interaction on this project.	Proposer identified interaction between design and construction but it does not extend to all areas of the project. There is limited Mn/DOT involvement in many aspects.	Proposer acknowledges minimum RFP requirements.	Proposer fails to acknowledge the interaction between design and construction. Little or no mention or interaction with Mn/DOT.
<i>Safety</i>					
Approach and Commitment towards implementing a safety incentive program.	<u>Very Good rating plus</u> – Proposer commits to significant enhancements towards implementation a safety incentive program for the project. These enhancements provide a high level of assurance of a sound safety program for this project.  Relevant project experiences are provided where commitment to and use of a safety incentive program led to an overall safe project.  Commits to significant enhancements towards involving all workers in their safety program on this project.	<u>Good rating plus</u> – Proposer commits to several enhancements towards implementation of a safety incentive program for the project.  Project experiences with safety incentive programs are provided but they are not similar to the scope of this project.  Proposer commits to several enhancements towards involving all workers in their safety program on this project.	Proposer commits to minor enhancements towards implementation of a safety incentive program for the project. Limited project experiences with safety incentive programs are provided.  Proposer commits to minor enhancements towards involving all workers in their safety program on this project.	Proposer commits to minor enhancements towards implementation of a safety incentive program for the project. Limited project experiences with safety incentive programs are provided.  Proposer does not commit to who will receive the incentives.	Proposer fails to make specific commitments towards implementation of a safety incentive program on this project are provided.



**St. Anthony Falls (35W)  
DESIGN-BUILD PROJECT**

Evaluation Criteria	Qualitative Assessment Ratings	Excellent	Very Good	Good	Fair	Fails
<b>QUALITY</b>						
<i>Measures to Evaluate Performance in Construction.</i>						
Level of enhancements to the Construction Quality Templates	<u>Very Good rating plus</u> – Proposer committed to significant enhancements to the template that provide considerable added value to the Construction Quality Management Program. These enhancements provide a high level of assurance for a sound quality program with continuous improvements to the program.	<u>Good rating plus</u> – Proposer committed to several valuable enhancements to the template that provides significant added value to the Construction Quality Management Program.	Proposer committed to some enhancements to the template that provide additional value to the Construction Quality Management Program.	Proposer committed to minor enhancements to the template that provide additional value to the Construction Quality Management Program.	Proposer does not propose any enhancements to the Construction Quality Management Template and fails to reference this document.	
Demonstration of Executive Level commitments to the Construction Quality Management Program.	<u>Very Good rating plus</u> – Proposer commits to and depicts relevant projects where Executive Level support was critical to the success of the project.  Proposer demonstrates that the Construction Quality Control and Quality Assurance staff are critical to the success of the project.  Commits to significant enhancements to involvement of the Department in their quality program providing a high level of assurance to a sound quality program.	<u>Good rating plus</u> – Proposer identifies specific commitments demonstrating Executive Level support to the Construction Quality Management Program.  Proposer demonstrates the role of Construction Quality Control and Quality Assurance staff is to enforce the project specifications without regard to schedule and production while making several specific commitments towards this goal..  Proposer identifies the role of the Department in the Construction Quality Program and depicts the importance of involving the Department at critical activity points.	Proposer identifies some minor commitments demonstrating Executive Level support to the Construction Quality Management Program.  Proposer identifies the importance of the Construction Quality Control and Quality Assurance staff with few specific commitments.  Proposer identifies the Department's role in the Construction Quality Management Program but makes few specific commitments to enhancing their program	Proposer states there is Executive Level support with limited relevant experience.  Proposer recognizes Quality Control and Quality Assurance requirements in the RFP.  Proposer recognizes the Department's role as identified in the RFP.	Proposer fails to mention Executive Level support.  Proposer fails to identify the Construction Quality Control and Quality Assurance staff.  Proposer fails to recognize the Department in their Construction Quality Management Program.	



**St. Anthony Falls (35W)  
DESIGN-BUILD PROJECT**

Evaluation Criteria	Qualitative Assessment Ratings				
	Excellent	Very Good	Good	Fair	Fails
<b>AESTHETICS</b>					
Commitments to enhance the aesthetic requirements in the RFP.	<p><u>Very Good rating plus</u> – Proposer is committed to significant enhancements towards the aesthetic requirements on this project.</p> <p>Excellent relevant project experiences are provided leading to a high level of assurance of a sound overall aesthetic program on this project.</p> <p>The Visual Quality Manager has significant relative experience and authority within the Design-Builder's organization and has previously worked in this position on similar projects..</p>	<p><u>Good rating plus</u> – Proposer commits to several aesthetic enhancements on this project.</p> <p>Relevant project experience is provided, however, team members have not worked together previously on large scale project in similar urban environments.</p>	Proposer makes few specific aesthetic commitments towards enhancing their program on this project.	Proposer recognizes the minimum commitments in the RFP.	Proposer fails to make aesthetic commitments for this project and does not provide any relevant project experiences.
Approach and commitments to involve stakeholders into the design process and enhancements using context sensitive design.	<p><u>Very Good rating plus</u> – Proposer provides a significant commitment to far exceed the requirements of the project and involve many key stakeholders during the design development phase of the project. Relevant project experiences are provided that provide a high level of assurance of a sound aesthetic involvement effort on this project.</p>	<p><u>Good rating plus</u> – Proposer commits to working with local community groups and the City of Minneapolis to enhance visual quality during their design development process. Several aesthetic commitments are provided, in terms of enhancing these commitments.</p>	Proposer commits to working closely with the Visual Quality Management team provided in the RFP and provides minor specific additional commitments towards the Visual Quality efforts on this project.	Proposers commits to working closely with Mn/DOT and the Visual Quality Management Team to enhance the aesthetic features of the project.	Proposers do not commit to working with stakeholders.
Not Used					



**St. Anthony Falls (35W)  
DESIGN-BUILD PROJECT**

Evaluation Criteria	Qualitative Assessment Ratings				
	Excellent	Very Good	Good	Fair	Fails
<b>ENHANCEMENTS</b>					
<b><i>Geometric Enhancements</i></b>					
<p>Commitments to enhance the geometric features of the project and eliminate or minimize design exceptions;</p> <p>Commitments to improve future clearances on I-35W University Ave. and 4<sup>th</sup> Street areas of the project corridor.</p> <p>Commitments to enhance Book 2, Section 11.</p>	<p><u>Very Good rating plus</u> – Proposer provides significant enhancements to the geometry of the project that eliminates a significant number of design exceptions.</p> <p>Commitments that significantly enhances potential to accommodate future interchanges at I-35W at University Ave. and 4<sup>th</sup> Street areas of the 35W corridor.</p> <p>Proposer commits to enhancements Book 2 Section 11 that improve traffic flow and safety within the project area.</p>	<p><u>Good rating plus</u> – Proposer commits to reducing the number of design exceptions.</p> <p>Proposed enhancements and accommodate for future growth by making several commitments that enhance the Basic Configuration, particularly at I-35W at University Avenue and 4<sup>th</sup> Street.</p>	<p>Proposer provides minor enhancements to the geometry in this area and makes few commitments.</p> <p>Proposed enhancements have some, but limited benefit to improve I-35W at University Avenue and 4<sup>th</sup> Street in the future.</p>	<p>Proposer acknowledges all design parameters will be met, but provides no additional commitments towards enhancing the Basic Configuration.</p>	<p>Proposer fails to acknowledge this section, or proposed enhancements have a negative impact to the I-35W corridor.</p>
<b><i>Structural Enhancements</i></b>					
<p>Provide innovative procedures and/or materials to minimize the life cycle costs of maintaining the corridor and to maximize the benefits to road users taking into consideration context sensitive design principals.</p>	<p><u>Very Good rating plus</u> – Proposer makes significant commitments to incorporate innovative ways or materials that will greatly exceed the design requirements of the project, while providing a high level of assurance of additional benefits to the road users and minimization of the life cycle costs.</p>	<p><u>Good rating plus</u> – Proposer commits to several structural enhancements on the project that provide assurance of additional benefits to the road users and minimize the life cycle costs..</p>	<p>Proposer provides minor enhancements to the structural components associated with the project..</p>	<p>Proposer acknowledges established structural requirements but provides no additional commitments .</p>	<p>Proposer fails to acknowledge this section, or proposed enhancements have a negative impact to the I-35W corridor.</p>



**St. Anthony Falls (35W)  
DESIGN-BUILD PROJECT**

Evaluation Criteria	Qualitative Assessment Ratings				
	Excellent	Very Good	Good	Fair	Fails
<b>Public Relations</b>					
Qualifications and experience of Public Relations staff.	<u>Very Good rating plus</u> – Proposer makes significant commitments to incorporate all team members into the Public Relations process for the project. From the Executive Level down in their organization, they understand the importance of Public Relations towards the overall success of the project and provide a high level of assurance of a sound Public Relations program on this project.	<u>Good rating plus</u> – Proposer commits Public Relations staff that have successfully developed Public Relations programs on major project in urban environments on a consistent basis. Their team has worked together in similar environments.	Proposer provides Public Relations staff that have developed Public Relations programs on major projects in urban environments.	Proposer's Public Relations staff lack experience with major projects in urban environments.	Little or no relevant experience on transportation projects.
Approach to involve stakeholders, designers, and construction personnel into the public relations process.	<u>Very Good rating plus</u> - Proposer articulates the various stakeholders associated with this project and provides significant commitments to enhance their involvement with this project.  Relevant projects and experiences are provided that provide a high level of assurance of continuous involvement of the stakeholders into this project and ultimately, to the success of the Public Relations efforts.	<u>Good rating plus</u> – Proposer provides several commitments that enhance the involvement of the various stakeholders associated with this project. The Proposer provides examples of previous projects <u>in similar environments</u> .	Proposer provides minor enhancements towards involvement of the various stakeholders associated with this project.	Proposer references the various stakeholders with few specific commitments towards enhancing the Public Relations efforts on this project.	Proposer fails to acknowledge stakeholder involvement.
Approach to mitigate nighttime construction noise impacts on nearby residences.	<u>Very Good rating plus</u> – Proposer makes significant commitments to mitigate the nighttime noise issues associated with this project. Relevant projects and experience are provided that provide a high level of assurance of successful mitigation of these issues on this project.	<u>Good rating plus</u> – Proposer makes several commitments that enhance the mitigation of nighttime noise issues associated with this project.	Proposer provides minor enhancements in their construction approach towards mitigation of the nighttime noise issues associated with this project.	Proposer references nighttime noise issues with few specific commitments towards mitigation efforts.	Proposer fails to address or propose any measures to mitigate night time noise