

Monument Project “Invitation to Negotiate” Submittal Evaluation Criteria

ITN 2021-01

Invitation to Negotiate

Submitted proposals will be evaluated and scored by committee per the criteria outlined herein. As part of the evaluation process, the Town will also take into consideration the responsiveness and responsibility of the Proposers. The criteria for responsiveness and responsibility are as follows:

Responsiveness: The Town will determine whether the Proposal complies with the instructions contained herein, including completeness, submission of all required forms, adherence to response format instructions, compliance with minimum qualifications, etc.

Responsibility: The Town will determine whether the Proposer is one with whom it can or should do business. Factors that the Town may evaluate to determine “responsibility” include, but are not limited to: past performance on projects for the Town of Indian Shores and outside agencies, references (including those found outside the Proposal), compliance with laws (including tax laws), Proposer’s record of performance and integrity (including delinquency, unfaithfulness, legal qualification to enter into a contract, financial stability, perceived ability to completely perform as specified, etc.), financial resources, facilities, equipment, and personnel (including that of subcontractors). The Town will determine whether any failure to supply information, or the quality of the information provided, will result in rejection.

Selection Committee

The highest- ranking Proposer, with whom the Town will enter into negotiations, will be determined by their responses to the evaluation criteria as outlined herein, and as determined by the Town’s Selection Committee. The Selection Committee will be made up of at least three members, consisting of the Town Mayor, Town Administrator and Town Engineer.

Interviews

The Town of Indian Shores reserves the right to conduct personal interviews or require presentations on all Respondents prior to selection. The City will not be liable for any costs incurred by the Respondents in connection with such interviews/presentations (i.e. travel, accommodations, etc.)

Request for Modifications

The Town of Indian Shores reserves the right to request that some or all of the Respondents modify their Proposals to more fully meet the needs of the Town.

Reservation to the Right to Reject

The Town of Indian Shores reserves the right to reject any and all replies pursuant to this Invitation to Negotiate, if it determines such action is in the best interest of the Town. The Town reserves the right to waive minor irregularities in submitted replies.

Proposal Evaluations and Ranking

The Selection Committee will evaluate and rank the Proposals based on the following criteria. Proposers are encouraged to identify and include critical proposal elements and to keep their proposals concise:

| <u>Evaluation Criteria:</u> | <u>Maximum Points</u> |
|---|-----------------------|
| 1. Project Team Experience with Similar Projects | 50 Points |
| 2. References (Maximum of 3 References) | 15 Points |
| 3. Firm and Project Team Qualifications and Ability | 10 Points |
| 4. Understanding Workload and Team Availability | 10 Points |
| 5. Sealed GMP Proposal | 15 Points |
| 6. Financial Statement (Submitted in sealed envelope) | Pass/Fail |
| Total Points Available | 100 Points |

1. **Evaluation Criteria No. 1: Project Team Qualifications and Experience** (50 Total Points Available) – This criterion measures the Project Team organization, and the level of experience of the Proposer and subconsultant/subcontractor personnel for similar projects. Measurement of this criteria indicates the Town’s confidence in the Proposer’s ability to deliver the project in conformance to requirements associated with the project disciplines. This section shows how well the team collaborates, communicates, is organized and is resourced to meet all of the professional and specialty requirements to properly provide necessary services. It shows the overall level of the team’s qualifications to successfully complete the project based on the goals established by the Town.
2. **Evaluation Criteria No. 2: References** (Maximum of 3 References) (15 Total Points Available)
3. **Evaluation Criteria No. 3: Firm and Project Team Qualifications and Ability** (10 Total Points Available) - This criterion measures the Project Team Approach, Preliminary Drawings, and understanding of the various elements and constraints of the project. Measurement of this criteria reflects the Town’s confidence that the team can deliver sound approaches to meeting project goals and resolving the critical issues. It shows how well the team considers and presents innovative approaches to project implementation.
4. **Evaluation Criteria No. 4: Understanding Workload and Team Availability** (10 Total Points Available) – This criteria is based primarily on the submitted Project schedule and measures how well the Project Team has captured and addressed the schedule needs of the project and provided innovative phasing, concurrent activities, and/or construction methods in order to meet the project goals. Measurement will reflect how well the schedule minimizes duration, how well the schedule anticipates and reflects potential issues and milestones, and how well the schedule matches the proposed approach and proposed resources.

5. **Evaluation Criteria No. 5: Sealed GMP Proposal** (15 Total Points Available) – The Guaranteed Maximum Price (GMP) Proposal, provided in Proposal Form will be scored as follows:

$$\text{Lowest GMP Proposal} \div \text{Proposer's GMP Proposal} \times 15 \text{ Points} = \text{Total Points for GMP}$$

6. **Evaluation Criteria No. 6: Financial Statement** (Submitted in sealed envelope.)
(Pass/Fail)

The Selection Committee will meet to initially review and rank the Proposals. The Committee will utilize the Evaluation Criteria described above to obtain this initial ranking and generate a shortlist of firms. The Selection Committee will then report its recommendations to the Town Council for approval. Upon Town Council approval, the Town will enter into an agreement with the Proposal best meeting the needs of the Town.