



Florida Department of
TRANSPORTATION

Proposal Evaluator Training

Office of Construction

To convey the standards for evaluating Letters of Interest and Technical Proposals received in response to Adjusted Score Design-Build Project Advertisements.

Training Objectives

- Overview of the Two Phase Adjusted Score Design-Build Procurement Process
- Phase I Letter of Interest (LOI) Requirements
- Phase I (LOI) Evaluation Criteria
- Phase I (LOI) Evaluation Guidance
- Phase II Technical Proposal (TP) Evaluation Criteria
- Phase II (TP) Evaluation Guidance
- Phase I (LOI) & Phase II (TP) Scoring Guidance
- Proposal Evaluator Preparation



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TWO PHASE ASDB PROCUREMENT PROCESS

Overview of Two Phase Procurement

- Project Scope and Request for Proposal Development
- Planned Advertisement Posted for a minimum of 10 days
 - “Marketing” Meetings occur prior to and during this period
 - Includes name of Proposal Evaluators
- Official Advertisement Posted for 21 Days
 - DRAFT RFP (minus attachments) with Ad
- LOI Submitted
- LOI Evaluated (21 Day Evaluation Period)
 - Scores and Comments provided to:
 - Contracting Unit
 - Selection Committee

Overview of Two Phase Procurement

- Selection Committee Meeting
 - Review & Confirm LOI Scores and Comments
 - Proposal Evaluators are Present and Participate
- D-B Firm elects to participate in Phase II
 - Shortlist all responsive D-B firms electing to continue to Phase II
- Pre-proposal Meeting (FINAL RFP Provided)
 - Provide an Overview of the Project Requirements
- Alternative Technical Concept Proposal Meetings
 - One-on-One Meetings (Exempt)
 - Purpose is to discuss ATC proposals (Active, Two Way Dialogue)
 - Proposal Evaluators Participate

Overview of Two Phase Procurement

- ATC Proposals Submitted
 - Approved,
 - Conditionally Approved, or
 - Denied (include reasons for denial)
- Technical Proposals Submitted
 - Approved/Incorporated ATC Proposals Clearly Identified
- Technical Proposal Page Turn Meeting
 - Purpose is for Firms to provide an overview of the Technical Proposal to the Evaluators
 - 30 Minutes per DB Firm
 - 5 Minutes allowed for Proposal Evaluators to ask questions related to the information presented
 - Avoid Asking “Technical” Questions – Save these for the Q&A Session

Overview of Two Phase Procurement

- Question and Answer Session
 - Purpose is for Proposal Evaluators to ask clarifying “technical” questions related to the Proposals
 - Most Questions Provided in Advance
 - Written Clarification submitted within 7 days following Q&A Session
- Bid Price Proposals Submitted
 - Bid Price and Technical Scores Opened and Announced
 - Adjusted Score Calculated
- Final Selection Committee Meeting
 - Review & Confirm Bid Price, Technical Scores & Comments, and Adjusted Scores
 - Proposal Evaluators are Present and Participate
- Post the Notice of Intent to Award



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LOI REQUIREMENTS

LOI REQUIREMENTS

It is the Departments intent that a DB Firms LOI be based on information contained in the DRAFT RFP (and any other documents provided with the Project Advertisement) and the DB Firms knowledge of the Project gained through their own investigations

LOI REQUIREMENTS

- Firm must meet Prequalification Requirements of the Advertisement and possess sufficient Capacity
- LOI must be submitted timely & via the method described in the Advertisement
- LOI must adhere to
 - 10 page limitation
 - Minimum Font Size (10)
- LOI must include:
 - Organization Chart (1 Page)*
 - Résumés for Specific Positions – Key Personnel (1 Page Each)*
- LOI may include:
 - Non-FDOT related Performance History (3 Page Limit/Firm)*
 - additional information of past performance when FDOT history older than 5 years (3 Page Limit/Firm)*

*Not included in 10 page limitation

LOI REQUIREMENTS

➤ Résumés for Specific Positions – Key Personnel

- Construction Project Manager
- Construction Design-Build Coordinator
- Construction Roadway Superintendent
- Construction Structures Superintendent
- Construction Superintendent (Specialty)*
- Design Project Manager
- Design Roadway EOR
- Design Structures EOR
- Design EOR (Specialty)*

*Project Specific Requirement

LIST MAY BE TAILORED TO MEET PROJECT GOALS/OBJECTIVES/NEEDS

LOI REQUIREMENTS

- Non-FDOT related Performance History or past performance history with Department older than 5 years. (3 Page Limit/Firm)
 - Limited to Contractor and/or Designer with no FDOT Performance History
 - Submit Evidence of Performance History
 - Evaluations
 - Grades
 - Letters of Reference*
 - Recommendations*
 - * Must Provide Contact Information for Verification Purposes
- Non-FDOT related 3 Page Limit applies to the Firm (not 3 pages for Designer and 3 Pages for Contractor)

LOI REQUIREMENTS

- LOI must address the Evaluation Criteria
 - Section 1: D-B Firm Name and Prequalifications
 - Section 2: Past Performance Evaluations, D-B Project Experience, Organization, and Staffing
 - Contractor Grades
 - Professional Consultant Grades
 - Performance History with other States or Agencies, if none with FDOT
 - D-B Project Experience of Contractor & Professional Consultant
 - Similar types of work experience
 - Environmental Record
 - Contractor Experience Modification Rating (Current Year)
 - D-B Firm Organization
 - D-B Firm Staffing Plan
 - D-B Firm Coordination Plan

LOI REQUIREMENTS

- LOI must address the Evaluation Criteria
 - Section 3: D-B Project Requirements and Critical Issues
 - Understanding of D-B Project Requirements
 - Identification of critical issues
 - Outline for addressing critical issues



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LOI CRITERIA POINT ASSIGNMENT

LOI POINT ASSIGNMENT

- 20 Points distributed between the Main Criteria Categories
- Standardized Distribution of Points
- Point Assignment shown in Advertisement
- Individual Points not Assigned to criteria sub-categories

LOI POINT ASSIGNMENT

Section 1) D-B Firm Name and Prequalifications

Pass/Fail

**Section 2) Past Performance Evaluations, D-B Project Experience,
Organization, & Staffing:**

Total 7 Points

- Contractor Grades
- Professional Consultant Grades
- Performance History with other States or Agencies, if none with Department
- D-B Project Experience of Contractor & Professional Consultant
- Similar types of work experience
- Environmental Record
- Contractor Experience Modification Rating (Current Year)
- D-B Firm Organization
- D-B Firm Staffing Plan
- D-B Firm Coordination Plan

LOI POINT ASSIGNMENT

Section 3) D-B Project Requirements and Critical Issues:

Total 13 Points

- Understanding of D-B Project Requirements
- Identification of critical issues
- Outline for addressing critical issues



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LOI EVALUATION GUIDANCE

LOI EVALUATION GUIDANCE

Past Performance Evaluations

- Past Performance of D-B Firm
- Higher Performance Grades = Greater Consideration
- Lower Performance Grades = Less Consideration

➤ What to Look At...

- Contractor Grades
- Design Consultant Grades
- Past Performance with other States or Agencies (Non-FDOT)
- Environmental Record

LOI EVALUATION GUIDANCE

Past Performance Evaluations

- Contractor Grades

- Contractor Past Performance Rating (CPPR)

- Provided to Proposal Evaluators by Contracting Unit

- Contractor Grades Report:

- http://infonet.dot.state.fl.us/tlconstruction/STARS_CPPR.htm

- Contract Information and Monitoring System (CIM):

- <http://webapp01.dot.state.fl.us/contractinformationmonitoring/SearchCriteria.aspx>

- Data from most recent 5 year Period

LOI EVALUATION GUIDANCE

Past Performance Evaluations

➤ Design Consultant Grades

- Design Consultant or Sub-consultant meeting Advertised Professional Services Work Types
 - Provided to Proposal Evaluators by Contracting Unit
Consultant Grades Report: http://tlhost01/sas-cgi/broker?_service=default&_program=proglib.db2.gprtdbform.scl
 - Average D/W Grades for Advertised Work Types
 - Average S/W Grades for Advertised Work Types
 - Average D/W Grades for All Work Types
 - Average S/W Grades for All Work Types
 - Quality & Constructability Grades from Completed D-B Projects
 - SCO Intranet:
http://infonet.dot.state.fl.us/tlconstruction/DB_ELOI/ELOI_Main.htm

➤ Data from most recent 5 year Period

LOI EVALUATION GUIDANCE

Past Performance Evaluations

- Performance History with other States or Agencies
 - D-B Firm includes as part of LOI
 - 3 Page Limit for the Firm
 - Evaluations
 - Grades
 - Letters of Reference*
 - Recommendations*
 - *Contact Information for Proposal Evaluators Verification Purposes
- Data from most recent 5 year Period
- FDOT Performance from projects completed longer than 5 years ago. D-B Firm may use additional 3 Page limit for the firm.

LOI EVALUATION GUIDANCE

Past Performance Evaluations

➤ Environmental Record

- WMD, DEP, EPA performance and violations
- Compliance with NPDES Requirements
- Environmental Permit Numbers for completed projects
- CPPR Category 7 (Environmental Compliance)
- Consult with District Construction Office and/or State Construction Office Environmental Specialist

LOI EVALUATION GUIDANCE

D-B Project Experience

➤ What to Look At...

- D-B Experience of Contractor and Designer
- Similar Type Work Experience
- Contractor Experience Modification Rating (Current Year)

LOI EVALUATION GUIDANCE

D-B Project Experience

- D-B Experience of Contractor & Designer
 - Previous Experience on D-B Projects
 - Consider overall project type, complexity, unique features, etc. of past projects compared to this project
 - Consider D-B experience from:
 - FDOT
 - Other State DOT's
 - Local Agencies (Cities, Counties, etc)
 - Permit & Regulatory Agencies (ACOE, USDOT, etc.)
- Focus is not on District Specific D-B Experience (or lack thereof) nor on Joint Experience (or lack thereof)

LOI EVALUATION GUIDANCE

D-B Project Experience

- Similar Type Work Experience
 - Previous Experience of D-B Firm
 - Same/Similar Type
 - Same/Similar Scope
 - Same/Similar Complexity
 - Example:
 - Project Scope is Precast Segmental Bridge
 - D-B Firm with repetitive, successful experience on precast segmental construction would be considered more favorably than a D-B Firm with cast in place experience or limited precast experience
- Focus is not on District Specific Experience (or lack thereof)

LOI EVALUATION GUIDANCE

D-B Project Experience

➤ Contractor Experience Modification Rating (EMR)

- Evaluating Safety Performance
- Industry Standard EMR = 1.0
 - EMR 1.0 or Less = Higher Score
 - EMR Higher than 1.0 = Lower Score

➤ How does a high EMR affect costs?

An EMR of 1.2 would mean that insurance premiums could be as high as 20% more than a company with an EMR of 1.0. That 20% difference would be passed on to clients in the form of increased bids for work. A company with a lower EMR has a competitive advantage because they pay less for insurance

➤ Current Year EMR included with LOI

- If EMR is “suspect”, D-B Firm can be asked to provide supporting documentation to substantiate the EMR

LOI EVALUATION GUIDANCE

Organization and Staffing

➤ What to look at...

- Design-Build Firm Organization
- Design-Build Firm Staffing Plan
- Design-Build Firm Coordination Plan

LOI EVALUATION GUIDANCE

Organization and Staffing

➤ Design-Build Firm Organization

- Evaluating Firms Organization to Perform the Work
 - Organized to promote successful completion of the work
- In-state (Florida) Operations and Project Specific Organization should be highlighted by the Firm and considered by the Proposal Evaluator

LOI EVALUATION GUIDANCE

Organization and Staffing

➤ Design-Build Staffing Plan

- Evaluating Firms Staffing to Perform the Work
 - Staff is sufficient to successfully complete the work
 - Staffing resources are dedicated to successfully complete the work

LOI EVALUATION GUIDANCE

Organization and Staffing

➤ Design-Build Firm Coordination Plan

- Comprehensive Coordination Plan
 - Key Elements of Coordination Efforts
 - Management of the Project (Design & Construction)
 - Location of Firm members will promote successful coordination of the work
- How will the D-B Firm coordinate with:
 - FDOT
 - Local Agencies
 - Utility Agencies/Owners
 - Adjacent Businesses/Property Owners
 - Other Members of the Design-Build Firm

LOI EVALUATION GUIDANCE

D-B Project Requirements and Critical Issues

➤ What to look at:

- The LOI should provide a broad overview of a DB Firm's:
 - Understanding of Design-Build Project Requirements
 - Identification of Critical Issues
 - Outline for Addressing Critical Issues

LOI EVALUATION GUIDANCE

D-B Project Requirements and Critical Issues

- Understanding of Design-Build Project Requirements
 - Emphasis on the D-B Firms review and understanding of the DRAFT RFP and Project Advertisement
 - How well does the D-B Firm convey their understanding of the project in the LOI

LOI EVALUATION GUIDANCE

D-B Project Requirements and Critical Issues

➤ Identification of Critical Issues

- How well did the D-B Firm identify Critical Issues
- How well did the D-B Firm convey their understanding of those Critical Issues

LOI EVALUATION GUIDANCE

D-B Project Requirements and Critical Issues

➤ Outline Plan for Addressing Critical Issues

- Evaluate the D-B Firms Plan for addressing Critical Issues
- The D-B Firm should demonstrate their understanding of Critical Issues and how Work Activities will be scheduled to successfully address those Critical Issues.
- The Plan should address all significant design and construction issues and constraints
- The Plan should demonstrate efficient use of techniques for successfully addressing those Critical Issues identified.



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TECHNICAL PROPOSAL POINT ASSIGNMENT

TECHNICAL PROPOSAL POINT ASSIGNMENT

- 80 Points distributed between the standardized Criteria Categories
- Tailored to meet project goals/objectives/needs
- Pre-established point ranges
- Not required to be evenly distributed
- Set Specific Point Values within the Ranges Provided

TECHNICAL PROPOSAL EXAMPLE

ITEM

VALUE

1) Design	25-40 Points
2) Construction	25-40 Points
3) Innovation	0-10 Points
4) Value Added	<u>5-10 Points</u>

Total Maximum Score

80 Points



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TECHNICAL PROPOSAL EVALUATION CRITERIA

TECHNICAL PROPOSAL EVALUATION CRITERIA

From the Boilerplate RFP

- Design
- Construction
- Innovation
- Value Added



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TECHNICAL PROPOSAL EVALUATION GUIDANCE

TECHNICAL PROPOSAL EVALUATION

GUIDANCE – DESIGN (25-40 POINTS)

- Credit will be given for the quality and suitability of the following elements:
 - Structures design
 - Roadway design and safety
 - Drainage design
 - Environmental design
 - Design coordination plan minimizing design changes

TECHNICAL PROPOSAL EVALUATION

GUIDANCE – DESIGN (25-40 POINTS)

- Geotechnical investigation plan
- Geotechnical load test program
- Minimizing impacts through design to:
 - Environment, Public, Adjacent Properties, Structures
- Traffic Control Plan design
- Incident Management Plan
- Aesthetics
- Utility Coordination and Design
- Design considerations which improve recycling and reuse opportunities

TECHNICAL PROPOSAL EVALUATION

GUIDANCE – DESIGN (25-40 POINTS)

- Credit will be given for aesthetic features of design: for considerations in the geometry, suitability and consistency of structure type, structure finishes, shapes, proportions and form.
- Credit will be given for design and utility coordination that minimize the potential for adverse impacts and project delays due to utility involvement.
- Credit will be given for development of design approaches which minimize periodic and routine maintenance.

TECHNICAL PROPOSAL EVALUATION

GUIDANCE – CONSTRUCTION (25-40 POINTS)

➤ Credit will be given for the quality and suitability of the following elements:

- Safety
- Structures construction
- Roadway construction
- Drainage construction
- Coordination plan minimizing construction changes

TECHNICAL PROPOSAL EVALUATION

GUIDANCE – CONSTRUCTION (25-40 POINTS)

- Minimizing impacts through construction to:
 - Environment, Public, Adjacent Properties, Structures
- Implementation of Environmental design and Erosion/Sediment Control Plan
- Implementation of the Maintenance of Traffic Plan
- Implementation of the Incident Management Plan
- Utility Coordination and Construction

TECHNICAL PROPOSAL EVALUATION

GUIDANCE – CONSTRUCTION (25-40 POINTS)

- Credit will be given for developing and deploying construction techniques that enhance project durability, reduce long term routine maintenance, and those techniques which enhance public and worker safety.
- Credit will be given for insuring all environmental commitments are honored.
- Credit will be given for construction and utility coordination efforts that minimize impacts and project delays related to utility conflicts.

TECHNICAL PROPOSAL EVALUATION

GUIDANCE – INNOVATION (0-10 POINTS)

- Credit will be given for introducing and implementing innovative design approaches and construction techniques.
 - Minimize or eliminate Utility relocations
 - Materials
 - Workmanship
 - Enhanced Design and Construction aspects to future expansions

TECHNICAL PROPOSAL EVALUATION

GUIDANCE – VALUE ADDED (5-10 POINTS)

➤ Credit will be given for the following Value Added (VA) features.

- Broadening the extent of VA features while maintaining existing requirements
- Exceeding minimum material requirements
- Providing additional VA features

TECHNICAL PROPOSAL EVALUATION

GUIDANCE – VALUE ADDED (5-10 POINTS)

- D-B Firm may propose to broaden extent of these Value Added features identified as being applicable:

<u>Value Added Feature</u>	<u>Minimum Value Period</u>
Value Added Asphalt	3 years
Value Added Concrete Pavement	5 years
Value Added Bridge Components	5 years



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PHASE I (LOI) & PHASE II (TP) SCORING GUIDANCE

PHASE I & II SCORING GUIDANCE

- Whole Point Scoring
 - No Decimals
 - Avoid “Olympic Style Judging”
- Seek out separation between D-B Firms
- Address Ties (If Tie; Re-evaluate all D-B Firms)
- Be Objective
- Support Score with Detailed Comments for Debriefings with D-B Firms
- Be cognizant of the “Value of a Point”

PHASE I & II SCORING GUIDANCE

- Evaluate the LOI based on quality and not solely on the “amount” of detail
 - Details may be beneficial but simply including detail should not be the sole reason for giving a better score
 - Focus should be on the “quality” of the detail provided
- Do not base the evaluation on any implied economic benefit
- Consistently Evaluate across all D-B Firms
- Evaluate D-B Firms relative to a pre-established baseline and/or relative to one another



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PROPOSAL EVALUATOR PREPARATION

PROPOSAL EVALUATOR PREPARATION

- Involvement in the Development & Review of RFP & Advertisement to have thorough understanding of Department expectations of the DB Firms
- Develop good understanding of the evaluation criteria for each Phase
- Attend and be an Active Participant in Meetings
 - Pre-scoping (Involvement in Ph I & Ph II Criteria)
 - Pre-Proposal
 - Selection Committee
 - ATC
 - Page Turn
 - Question and Answer

PROPOSAL EVALUATOR PREPARATION

- Make site visits (Understand Project Objectives)
- Obtain & Review Advertisement & RFP prior to evaluation
- Develop an appreciable knowledge of the project prior to evaluation of LOI and/or Technical Proposal

RECAP

- Overview of the Two Phase ASDB Procurement Process
- Phase I Letter of Interest (LOI) Requirements
- Phase I (LOI) Evaluation Criteria
- Phase I (LOI) Evaluation Guidance
- Phase II Technical Proposal (TP) Evaluation Criteria
- Phase II (TP) Evaluation Guidance
- Phase I (LOI) & Phase II (TP) Scoring Guidance
- Proposal Evaluator Preparation

REFERENCE DOCUMENTS & HELPFUL WEBSITES

- Design-Build Statute FS 337.11.7(a-c)

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0337/Sections/0337.11.html

- Design-Build Rule

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=14-91>

- D-B Procurement & Administration Procedure (625-020-010)

<http://fdotwp1.dot.state.fl.us/ProceduresInformationManagementSystemInternet/FormsAndProcedures/ViewDocument?topicNum=625-020-010>

- SCO Intranet (D-B Procurement Information Page)

http://infonet.dot.state.fl.us/tlconstruction/DB_ELOI/ELOI_Main.htm



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**THIS COMPLETES
THE TRAINING**