

RFP – The Basics

Statement of Qualifications

Submittal Requirements

Statement of Qualifications

If your firm is interested in providing services to the City of Elaine, please submit as a minimum the following information:

- Statement of approach to the project
- Overall experience and qualifications of the firm and/or sub-consultant firms to provide requested design services including:
 - Street and sidewalk design
 - ADA requirements
 - Construction support services
 - Stormwater design to requirements of 2012 DOE Stormwater Guidelines
- Roles, qualifications, and experience of key team members and sub-consultants on similar projects
- Anticipated project schedule to complete the design
- Availability: Describe your firm's ability to complete the project within the proposed schedule.

Please do not include sales, overhead and fee information in the document.

- Any unique or specialized services that make your firm qualified for this project

Submittal Requirements

The document should not exceed 8 sheets of letter sized paper, double-sided only. Submittals shall be on recycled regular weight white paper, stapled. Submittals laminated or bound in any other way shall be disqualified. Conformance to these requirements will be considered part of the consultant's capabilities.

- Submit five (5) copies of the firm's statement of qualifications
- Statements of qualifications must be reviewed by 3:00 pm, March 12, 2015, and addressed to:

Public Works Director
City of Elaine Public Works Department
1200 Yew Avenue
Elaine, WA 99230

RFP – The Basics

Evaluation/Selection Process

Supplemental Documents

Evaluation and Selection Process

The selection committee will evaluate all submittals based on evaluation criteria to include:

- Overall presentation and content of submittal
- Project understanding, delivery, scheduling, and design approach
- Qualifications of the firm and project team relevant to the Scope of Services, Statement of Qualifications and references:
 - Project team members level of involvement in firms example projects
 - Ease of access to the firm's project staff
- Relevance of similar projects and references
- Experience with applicable permitting requirements
- Availability and accessibility to City of Elaine staff

Rankings may lead directly to negotiation with the most highly qualified firm or development of a short list of firms to be interviewed. The City reserves the right to select the most highly qualified firm based solely on the written response to the evaluation criteria. The City will be the sole judge in the determination of the most highly qualified firm.

- Site Plan
- Relevant Maps
- Specific Funding Requirements

Statement of Qualifications

- **Project Understanding**
 - Take advantage of a site tour
 - Perform your own project level estimate
 - Develop a clear, concise project outline reviewed by someone independent to the project
 - Identify project elements and anticipated challenges/conditions
 - Avoid over embellished language
 - "Our firm has managed countless street projects..."
 - "Unmatched expertise"
 - Better language
 - Extensive or specific experience ... , Successful challenges
 - From past experience we have learned ...

Statement of Qualifications

- **Sample "Show Case" Projects**
 - **Best:** Projects of very similar scope and complexity
 - **Good:** Major project elements part of a few different projects
 - **Weak:** Major element (ie Rail Crossings) missing from sample projects
 - **Bad:** Most critical elements in projects performed by sub-consultants
 - Question: Why are you the prime?
- Limit to 5-6 "showcase" projects
- Pictures are important
- Design Elements & Highlights
- Identify team members and subs associated with project
- A matrix of additional relevant projects show experience depth

Statement of Qualifications

- **Team Resume**
 - Position/Duties
 - Experience/Specialties
 - Relevant Project Experience
- **Recommendation:** Create menu driven resumes for your firm for their project experience so resume can be customized.
- **Recommendation:** Resumes should show that team members have relevant experience on the showcase projects
 - "Why would a client hire you if the team has little or no experience on projects show cased by your firm?"

Statement of Qualifications

- **Anticipated Schedule**
 - Breakdown basic design elements
 - Key milestones
 - Schedule risks (i.e permitting windows/row acquisitions)
- **Availability**
- **Unique/Specialized Services and Successes**
 - Survey Services – on staff
 - Modelling Capabilities
 - Archaeological Success Story
 - ADA Creative Solutions

Statement of Qualifications

SOQ Evaluation Matrix			
Name of Design Firm			
Name of Evaluator			
Review Date			
Criteria	Max	Rating	Comments/Questions
Project Understanding			
Approach & Understanding of project - (in Alternatives)	30		
Proposed Presentation and Content	5		
Project Schedule	5		
Qualifications & Experience			
Qualifications of Key personnel (or Principal Project Engineers)	20		
Support & Availability (Interpreters/ Local)	30		
Competence of Firm	30		
(in: Survey, structural, agency exp etc.)			
Strength of lead consultant	5		
Experience in similar projects - Overall			
Overall	30		
RFP/ project coordination	20		
WSDOT Coordination/Permitting/Bridge	5		
Federal Funding administration	5		
Storm water	5		
Ped/Bicyclist/Transit Elements	5		
Quality of relevant references/Projects	20		
Total Score	135		

Recap

- ▶ Detailed Planning Level Estimate
- ▶ RPD Elements
- ▶ Statement of Qualifications
 - Representative show case projects
 - Team experience reflected in show case projects
 - Customize resumes for each proposal
- ▶ Unique and specialized experience

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City of Blaine
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Questions?

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