BOISE STATE RESEARCH VIVARIUM PROJECT

DPW PROJECT NO. 10-202

REQUEST FOR PROPOSAL FOR DESIGN-BUILD SERVICES

ATTACHMENT #6

SPECIFIC PROPOSAL REQUIREMENTS AND EVALUATION PROCESS

Part 3 of 3
Form of Proposals

1. Proposals shall be as described in the Request For Proposal (RFP) and as further defined herein.

2. The proposals shall include the following components:

   2.1. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

   2.2. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Include an organization chart identifying all team members and defining reporting relationships. In addition, provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this scope.

   2.3. **Management Processes:** Include a project-specific Safety Plan as well as a description of your firm’s Quality Program and how it would be implemented on this project.

   2.4. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two pages.

   2.5. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from other NIH-funded projects are preferable. In addition, past performance comments may be obtained from DPW and Agency staff.

   2.6. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Architects who have done work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples.

   2.7. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.

   2.8. **Completed Base Price Proposal Form** (Attachment 4)

   2.9. **Completed Base Price Proposal Spreadsheet** (Attachment 5)
2.10. **Bid Security:** Refer to Attachment 10 for specific requirements.

3. Proposals shall be delivered to the Owner at the address provided in the RFP in the quantity and form indicated.

### Proposal Evaluation

4. Proposals shall be evaluated by the Owner and the Agency as described herein and in the RFP.

5. The Proposals will be reviewed, evaluated, and “scored” by the Owner and Agency pursuant to the process described herein and in the RFP. On this basis the Owner and Agency may elect to develop a “short list” of those Proposers scoring highest and may request the short-listed Proposers make an oral presentation to the Owner and Agency.

6. Should oral presentations be requested they shall be scored, and the final selection made, in accordance with the scoring worksheet included herein. The Owner and the Agency may revise the scoring of the presenting firms based on the information furnished in the oral presentation.

7. The Owner and the Agency may request proposal clarifications from the Proposers if needed to complete the evaluation.

8. The basis for selection shall be the highest score on the Evaluation Matrix after oral presentations unless the Owner and the Agency elects to forego oral presentations, in which case the basis for selection shall be the highest score on the Evaluation Matrix as determined by the information contained in the Proposals.

9. The Evaluation Matrix provides for a maximum of 100 points for each Proposer. The Owner and the Agency shall evaluate each Proposer in each of the categories listed on the Evaluation Matrix and award from zero (0) points up to the maximum available for each category based on the Owner and Agency’s assessment of each Proposer’s strength or conformance in each.