

## Evaluation Criteria

**Selection Criteria for:** Master Planning and Miscellaneous Engineering Activities [Real Property Inventories, Geospatial Information Systems (GIS Capabilities), Facility Energy Audits, Master Planning and Real Property Development Planning Activities].

Preliminary Selection Board -

**1. (Maximum of 40 Points) Professional Portfolio Review & References:** This will be an evaluation of professionally related performance metrics utilizing the provided "Portfolio" and evaluation of services provided as reviewed with the professional references found in the submission. The Selection Board will evaluate professional portfolios with previous project type experience in real property inventories, GIS capabilities, Facility Energy Audits, Master Planning and Real Property Development Planning Activities as they pertain to the selected type services.

**A. (10PTS) Portfolio Review and References (Credentials / Certifications):** Interested A&E Firm shall provide evidence in their submittal of team member credentials / certifications which include, but are not limited too, Certified Energy Manager, GIS Training Certificates, Real Property Training Certificates, and Master Planning Training Certificates. Evaluation shall be assessed as follows:

1) Evidence of Credentials / Certifications in all 4 Fields (Energy, GIS, Master Planning, and Real Property): 10 PTS

2) Evidence of Credentials / Certifications in 3 of the 4 Fields (Energy, GIS, Master Planning and Real Property): 7.5 PTS

3) Evidence of Credentials / Certifications in 2 of the 4 Fields (Energy, GIS, Master Planning and Real Property): 5 PTS

4) Evidence of Credentials / Certifications in 1 of the 4 Fields (Energy, GIS, Master Planning and Real Property): 2.5 PTS

5) Failure to provide evidence of Credentials / Certifications in any of the Fields (Energy, GIS, Master Planning and Real Property): 0 PTS

**B. (10PTS) Portfolio Review and References (CAC Enabled Access):** Interested A&E Firms shall provide evidence of team members with Common Access Card credentials and sponsorship of team member composition. Not all team members are required to have this

credentialing; however, Evidence shall be provided as a checklist item on an individual's resume only within the packet submittal. Evaluation shall be assessed as follows:

1) A&E Firms currently have team members with Common Access Card credentials: 10 PTS

2) A&E Firms currently have team members who have submitted applications for sponsorship and Common Access Card credentials: 5 PTS

3) A&E Firms who currently do not have team members with Common Access Card credentials nor have the team members submitted applications for Common Access Card credentialing: 0 PTS

**C. (10PTS) A&E Board Team Member Composition:** Interested A&E Firms shall provide resumes in the SF 330 submittals for all team members, to include an organizational structure highlighting the in-house capabilities versus consultant capabilities. Evaluation shall be assessed as follows:

1) A&E Team Members Capabilities In-House with team members from all 4 Fields (Energy, GIS, Master Planning and Real Property): 10 PTS

2) A&E Team Members Capabilities In-House with team members from 3 Fields (Energy, GIS, Master Planning and Real Property): 7.5 PTS

3) A&E Team Members Capabilities In-House with team members from all 2 Fields (Energy, GIS, Master Planning and Real Property): 5 PTS

4) A&E Team Members Capabilities In-House with team members from all 1 Fields (Energy, GIS, Master Planning and Real Property): 2.5 PTS

5) A&E Team Members Capabilities In-House with team members from all 0 Fields (Energy, GIS, Master Planning and Real Property): 0 PTS

**D. (5 PTS) References Evaluations:** Interested A&E Firms shall provide references with subject matter expert points of contact (last known) for past projects which they have worked within this field. Evaluation shall be assessed based on a standard questionnaire which will be utilized asking project specific related questions [budget, project schedule, delivery and submittals, and administrative / procedures followed during contracting (i.e., contract document submittals, amendment requests, change orders, pay applications, etc.)].

**E. (5 PTS) Department of Defense Project Experience:** Interested A&E Firms shall provide executive summary details on past project experience working with Department of Defense components in any of the fields listed (Energy, GIS, Master Planning and Real Property). This Executive Summary shall highlight project details, including Scope, Budget, Project Schedule and A&E's summation of the product. Evaluation shall be assessed as follows:

1) Past Department of Defense Project Experience with more than 5 Projects: 5 PTS

2) Past Department of Defense Project Experience with 2-4 Projects: 2.5 PTS

3) Past Department of Defense Project Experience with 1 project or less: 0 PTS

2. **(Maximum of 40 Points) Resources and Capability:** The Selection Board will evaluate the A&E's training and team member composition to assess the resources and capabilities within the firm to perform the selected type projects.

A. **(10 PTS) Master Planning / Real Property Staff:** Interested Firms shall demonstrate the team members composition for conducting master planning and real property type activities, to include real property inventory and facility utilization, project programming document charrettes, real property development planning and installation master planning. Evaluation shall consist of a comprehensive review of the number of team members and their individual, directly relevant number of years of experience in participating in these types of projects and will be assessed as follows:

1) 1-4 Master Planning / Real Property Staff Members with more than 20 years of experience: 10 PTS

2) 1-4 Master Planning / Real Property Staff Members with more than 10 years but less than 20 years of experience: 7.5 PTS

3) 1-4 Master Planning / Real Property Staff Members with more than 5 years but less than 10 years of experience: 5 PTS

4) 1-4 Master Planning / Real Property Staff Members with less than 5 years of experience: 2.5 PTS

B. **(10 PTS) Energy Management Professionals:** Interested Firms shall demonstrate the team members composition for conducting facility energy audits, facility energy conservation planning, and renewable energy project planning and programming, to include life cycle cost analyses. Evaluation shall consist of a comprehensive review of the number of team members and their individual, directly relevant number of years of experience in participating in these types of projects and will be assessed as follows:

1) 1-2 Energy Management Professionals with more than 20 years of experience: 10 PTS

2) 1-2 Energy Management Professionals with more than 10 years but less than 20 years of experience: 7.5 PTS

3) 1-2 Energy Management Professionals with more than 5 years but less than 10 years of experience: 5 PTS

4) 1-2 Energy Management Professionals with less than 5 years of experience: 2.5 PTS

C. **(10 PTS)** Geospatial Information Systems Staff: Interested Firms shall demonstrate the team members composition for the inclusion of geospatial information systems (GIS) programs and geodatabase management into all types of projects (master planning, energy related project planning and programming, and real property management) utilizing the Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE). Evaluation shall be assessed based on whether GIS capabilities are in-house or performed with consultants and the number of staff available to perform these tasks.

1) 2 GIS Staff Members In-House: 10 PTS

2) 1 GIS Staff Members In-House: 7.5 PTS

3) 2 GIS Staff Members utilizing a consultant: 5 PTS

4) 1 GIS Staff Members utilizing a consultant: 2.5 PTS

C. **(10 PTS)** Workload Evaluation versus Team Member Composition: Interested Firms shall demonstrate the number of projects and which types of projects each team members are currently working. This shall include the team member, project type, project scope, project schedule duration and completion date. The project scope shall include one or two sentences with the nature of the work being performed. If they team member only has a select portion of that instrument, provide the details of that portion of the project (i.e., working on master plan but are only responsible for the development of the Area Development Plan or working on a real property inventory but are only responsible for the data entry into Real Property Database of Record). Evaluation shall be assessed as follows:

1) 3-5 Team Members working 5 or less projects concurrently: 10 PTS

2) 3-5 Team Members working more than 5 but less than 10 projects concurrently: 7.5 PTS

3) 3-5 Team Members working more than 10 Projects but less than 15 concurrently: 5.0 PTS

4) 3-5 Team Members working more than 15 Projects: 2.5 PTS

The Preliminary Board will provide the Contracting Office the list with a maximum of six (6) firms to be invited back to provide a presentation of their services, resources, and capabilities for the Final Selection Board. The

**Final Selection Board (Presentation) –**

**(Maximum of 20 Points) Presentation:** This will be an evaluation of the A&E Firm’s presentation on their services and capabilities with these type projects. It will be the recommendation of the Final Selection Board for the selection of up to four firms to be selected, upon which the Construction and Facilities Management Officer will be provided the opportunity to concur / non-concur to the Armory Commission, and the Armory Commission to provide the results / recommendations to the Adjutant General. The Armory Commission will then execute and enter contractual agreements with those firms recommended for selection.

**Alabama Department of Finance Purchasing Guidelines Commodities Class / Item Crosswalk for Master Planning Open End Professional Services**

<b><i>Class</i></b>	<b><i>Class Item</i></b>	<b><i>Service Description</i></b>
906	906-07	Architect Services, Professional (Not Otherwise Classified), Including Consulting
906	906-27	Energy Management, Architectural Services
906	906-28	Energy Conservation; New Energy Sources, Solar, etc., Architectural Services
906	906-64	Planning, urban, Community, Regional, Area wide, and State
906	906-66	Planning, Site, Installation and Project
925	925-07	Civil Engineering
925	925-34	Energy Management Engineering
925	925-36	Engineering Services (Not Otherwise Classified)
925	925-37	Facilities Design Engineering
925	925-61	Land Development and Planning Engineering