

**HUNTSVILLE READINESS CENTER  
A/E PRELIMINARY SELECTION BOARD EVALUATION CRITERIA**

Each Board Member shall evaluate the A/E firms using the values shown on the Evaluation Worksheet.

Each rating factor shall be considered carefully when assigning point values.

The project particulars for this evaluation is shown on the Request For Proposal (RFP).

The maximum assigned value for each rating factor may be 5, 10 or 15 based on its importance. The associated points for the range of applicability are depicted below:

<u>Max Value</u>	<u>Low</u>	<u>Middle</u>	<u>High</u>
5	1-2	3-4	5
10	1-4	5-7	8-10
15	1-5	6-10	11-15
5*	1-3		4-5
10*	1-5		6-10
15*	1-7		8-15

\*These ranges are to be utilized when the Evaluation Criteria only offer the options of low and high ranges, i.e. there is no evaluation criteria for mid range.

The following criteria have been established to assist the evaluator in assessing each rating factor.

**A. Each Packet shall be composed of the following:**

- 1. Letter of Interest – Must be:**
  - a. On A/E firm’s letterhead.
  - b. Addressed per the solicitation.
  - c. Signed by a Principal of the firm.
  - d. Provide a valid email address for the Principal who signs the Letter of Interest.
- 2. Tab A - Location of the Firms Main and Branch Office(s):**
  - a. Address and Phone Number of the Main Office.
  - b. If applicable - Address and Phone Number of each individual Branch Office, with Branch Offices located within Alabama listed first.
- 3. Tab B – Organization and Organizational Charts:**
  - a. SF330, Part I
    - i. Completed Sections A, B and C of SF330.

- b. Main Organizational Chart – Will be composed of ONLY the following information:
  - i. The Head shall include the following information:
    - 1. Firm Name with proposed Primary Professional's Name and his/her primary Office City and State.
    - 2. For each separate discipline (as defined by tabs C-I), if any, that the Firm proposes to self-perform, include the Discipline, Primary Professional's Name and Office City and State for each discipline.
  - ii. Direct Branch – Direct Consultants
    - 1. Consultant's business Name with proposed Primary Consultant's Name and his/her primary Office City and State.
    - 2. For each separate discipline (as defined by tabs C-I), if any, that the Consultant proposes to self-perform include the Discipline, Primary Professional's Name and Office City and State for each discipline.
  - iii. Indirect Branch – Indirect Consultants
    - 1. Consultant's business Name with proposed Primary Consultant's Name and his/her primary Office City and State.
    - 2. For each separate discipline (as defined by tabs C-I), if any, that the Consultant proposes to self-perform include the Discipline, Primary Professional's Name and Office City and State for each discipline.
- c. Detailed Organization Charts – For each discipline and Firm/Consultant a separate, detailed Organization Chart shall be completed.
  - i. The Detailed Organization Charts shall be located directly after the required Main Organizational Chart (as described in 3.b. through 3.b.iii.2.).
  - ii. All personnel for whom an SF330, Section E (Resumes of Key Personnel) are completed shall be shown on the organizational chart with their prospective role listed (Item 13, Section E, SF330).

**4. Tab C – Architectural**

- a. SF330
  - i. Provide a separate, completed Section E of the SF330 for each individual on the team.
- b. Resume
  - i. If provided, the resume should immediately follow the individuals' completed Section E of the SF330.

**5. Tab D – Civil Engineering**

- a. SF330
  - i. Provide a separate, completed Section E of the SF330 for each individual on the team.
- b. Resume
  - i. If provided, the resume should immediately follow the individual's completed Section E of the SF330.

**6. Tab E – Structural Engineering**

- a. SF330
    - i. Provide a separate, completed Section E of the SF330 for each individual on the team.
  - b. Resume
    - i. If provided, the resume should immediately follow the individual's completed Section E of the SF330.
- 7. Tab F – Electrical Engineering**
- a. SF330
    - i. Provide a separate, completed Section E of the SF330 for each individual on the team.
  - b. Resume
    - i. If provided, the resume should immediately follow the individual's completed Section E of the SF330.
- 8. Tab G – Information Technology**
- a. SF330
    - i. Provide a separate, completed Section E of the SF330 for each individual on the team.
  - b. Resume
    - i. If provided, the resume should immediately follow the individual's completed Section E of the SF330.
- 9. Tab H – Mechanical Engineering**
- a. SF330
    - i. Provide a separate, completed Section E of the SF330 for each individual on the team.
  - b. Resume
    - i. If provided, the resume should immediately follow the individual's completed Section E of the SF330.
- 10. Tab I – Sustainable Design**
- a. SF330
    - i. Provide a separate, completed Section E of the SF330 for each individual on the team.
  - b. Resume
    - i. If provided, the resume should immediately follow the individual's completed Section E of the SF330.
- 11. Tab J – Experience with this type facility**
- a. Section F of the SF330
    - i. Provide a completed Section F of the SF330 that includes at least three (3) projects similar to the project listed in the solicitation.
  - b. Section G of the SF330
    - i. Provide a completed Section G of the SF330 for the projects listed in Section F of the submitted SF330.
- 12. Tab K – Meets Schedule / Quality of Work**
- a. For each project listed in Sections F and G of the SF330, include all of the following information on a separate Section H of the SF330:
    - i. Design
      - 1. Date design awarded by Awarding Authority.

2. Design milestone and completion dates at award.
  3. Bid date at award.
  4. Date design milestones met.
  5. Date design actually completed.
  6. Actual Bid date - detail reason(s) if different from Bid date at award.
  7. Number of specification sections added and deleted after completed design date in 12.a.i.4., i.e. by Addenda, during advertisement or during bidding.
  8. Number of drawing details added and deleted after completed design date in 12.a.i.4., i.e. by Addenda, during advertisement or during bidding.
  9. Number of drawing sheets added and deleted after completed design date in 12.a.i.4., i.e. by Addenda, during advertisement or during bidding.
- ii. Contract Administration
1. Construction completion date at award of construction contract.
  2. Actual completion date of construction.
  3. Number of days added to or subtracted from the contract by Change Order, sorted by reason (i.e. weather, unforeseen circumstances, owner directed change order, material delivery delay, change in scope, etc.).
  4. Number of Change Orders. Include the following information for each Change Order:
    - i. Reason for Change Order.
    - ii. Amount of the Change Order.
    - iii. Number of days added to or deducted from the Contract by the Change Order.

**13. Tab L – Construction Administration:**

- a. SF330
  - i. Provide a separate, completed Section E of the SF330 for each individual on the team. For each project listed on the Section E, include all of the following information:
    1. Number and interval of Progress Reports that were completed by the Construction Administrator and submitted to the Owner.
    2. Number and interval of Owner-Architect-Contractor (OAC) meetings.
- c. Resume
  - i. If provided, the resume should immediately follow the individual's completed Section E of the SF330.

**14. Previous Work for Armory Commission:**

- a. There is no requirement for the Applicant in this area.

- b. The Contracting Officer will provide to the Secretary/Recorder a list of the firms who submitted packets by the deadline on the Request for Proposal (RFP). This list will only include firms that have had projects for the Armory Commission that reached final acceptance or beneficial occupancy within five (5) years prior to the due date of submission of the packets.
- c. For any firm(s) that does meet the requirement in A.14.b. (accepted/occupied project within the last five (5) years), the Secretary/Recorder will enter a negative two (-2) in this column of the Evaluation Worksheet (s) for these firms.
- d. The SPDO will review the Evaluation Worksheet(s) to ensure the correct values have been entered in this column prior to them being provided to the Board President.

**15. Past Performance on Work for Armory Commission:**

- a. The CFMO will provide to the Secretary/Recorder evaluation(s) of the firms who meet the requirements of A.14.b.
- b. The Secretary/Recorder will provide the evaluations from A.15.a. to the Board President for consideration by the Board.

**B. Evaluation Criteria:**

**1. Packet Review:**

- a. High Range - Complete Packet.
- b. Mid Range – Missing Letter of Interest or any one required item from no more than one tab.
- c. Low Range – Missing the Letter of Interest and one required item from one tab OR missing two or more required items from one tab OR missing one (or more) required item(s) from more than one tab.

**2. Tab A - Location of the Firm Main and Branch Office(s):**

- a. High Range – Main Office located in Alabama.
  - i. Shall receive ten (10) points if Main Office located in the following Counties: Jefferson, Shelby, Chilton, Autauga, Elmore or Montgomery.
  - ii. Shall receive nine (9) points if Main Office is located in a County with an Interstate Highway within said County (for the purposes of this Evaluation, Interstate 22 shall be considered an Interstate Highway).
  - iii. Shall receive eight (8) points if the Main Office is located in a County without an Interstate Highway within said County.
- b. Mid Range – Main Office located in adjacent state with Branch Office(s) located in Alabama.
  - i. Shall receive seven (7) points if any Branch Office located in the following Counties: Jefferson, Shelby, Chilton, Autauga, Elmore or Montgomery.
  - ii. Shall receive six (6) points if any Branch Office is located in a County with an Interstate Highway within said County (for the purposes of this Evaluation, Interstate 22 shall be considered an Interstate Highway).

- iii. Shall receive five (5) points if any Branch Office is located in a County without an Interstate Highway within said County.
- c. Low Range – Main Office located in non-adjacent State and Branch Office(s) located in Alabama. (\*NOTE: If no Main or Branch Office is located in Alabama, then packet will be rejected).
  - i. Shall receive four (4) points if any Branch Office is located in the following Counties: Jefferson, Shelby, Chilton, Autauga, Elmore or Montgomery AND the Main Office is located within the following States: Louisiana, Arkansas, Missouri, Kentucky, Virginia, North Carolina or South Carolina.
  - ii. Shall receive three (3) points if any Branch Office is located in the following Counties: Jefferson, Shelby, Chilton, Autauga, Elmore or Montgomery AND the Main Office is not located within the following States: Louisiana, Arkansas, Missouri, Kentucky, Virginia, North Carolina or South Carolina.
  - iii. Shall receive two (2) points if any Branch Office is located in a County with an Interstate Highway within said County (for the purposes of this Evaluation, Interstate 22 shall be considered an Interstate Highway).
  - iv. Shall receive one (1) point if any Branch Office is located in a County without an Interstate Highway within said County.
  - v. Shall receive zero (0) points if there is no Branch or Main Office located within Alabama.

**3. Tab C – Architectural:**

- a. High Range – Shall be scored in the high range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least three (3) example projects are present and are within 150% of the projected budget.
- b. Mid Range – Shall be scored in the mid range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least two (2) example projects are present and are within 150% of the projected budget.
- c. Low Range – Shall be scored in the low range if any of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) are incomplete or there are missing Resumes for key personnel in this field for all of the respective personnel listed on the organizational charts.

- ii. Among all of the completed Resumes of Key Personnel for this field at least one (1) example project is present and is within 150% of the projected budget.

**4. Tab D – Civil Engineering:**

- a. High Range – Shall be scored in the high range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least three (3) example projects are present and are within 150% of the projected budget.
- b. Mid Range – Shall be scored in the mid range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least two (2) example projects are present and are within 150% of the projected budget.
- c. Low Range – Shall be scored in the low range if any of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) are incomplete or there are missing Resumes for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least one (1) example project is present and is within 150% of the projected budget.

**5. Tab E – Structural Engineering:**

- a. High Range – Shall be scored in the high range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least three (3) example projects are present and are within 150% of the projected budget.
- b. Mid Range – Shall be scored in the mid range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least two (2) example projects are present and are within 150% of the projected budget.

- c. Low Range – Shall be scored in the low range if any of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) are incomplete or there are missing Resumes for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least one (1) example project is present and is within 150% of the projected budget.

**6. Tab F – Electrical Engineering:**

- a. High Range – Shall be scored in the high range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least three (3) example projects are present and are within 150% of the projected budget.
- b. Mid Range – Shall be scored in the mid range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least two (2) example projects are present and are within 150% of the projected budget.
- c. Low Range – Shall be scored in the low range if any of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) are incomplete or there are missing Resumes for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least one (1) example project is present and is within 150% of the projected budget.

**7. Tab G – Information Technology Engineering:**

- a. High Range – Shall be scored in the high range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least three (3) example projects are present and are within 150% of the projected budget.
- b. Mid Range – Shall be scored in the mid range if each of the following are met:

- i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
- ii. Among all of the completed Resumes of Key Personnel for this field at least two (2) example projects are present and are within 150% of the projected budget.
- c. Low Range – Shall be scored in the low range if any of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) are incomplete or there are missing Resumes for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least one (1) example project is present and is within 150% of the projected budget.

**8. Tab H – Mechanical Engineering:**

- a. High Range – Shall be scored in the high range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least three (3) example projects are present and are within 150% of the projected budget.
- b. Mid Range – Shall be scored in the mid range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least two (2) example projects are present and are within 150% of the projected budget.
- c. Low Range – Shall be scored in the low range if any of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) are incomplete or there are missing Resumes for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least one (1) example project is present and is within 150% of the projected budget.

**9. Tab I – Sustainable Design:**

- a. High Range – Shall be scored in the high range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.

- ii. Among all of the completed Resumes of Key Personnel for this field at least three (3) example projects are present and are within 150% of the projected budget.
- b. Mid Range – Shall be scored in the mid range if each of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) completed for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least two (2) example projects are present and are within 150% of the projected budget.
- c. Low Range – Shall be scored in the low range if any of the following are met:
  - i. Provided SF330, Section E (Resumes of Key Personnel) are incomplete or there are missing Resumes for key personnel in this field for all of the respective personnel listed on the organizational charts.
  - ii. Among all of the completed Resumes of Key Personnel for this field at least one (1) example project is present and is within 150% of the projected budget.

**10. Tab J – Experience with these project types:**

- a. High Range – Shall be scored in the high range if the following requirements are met:
  - i. Provided SF330, Section F (Example Projects which best illustrate Proposed Team’s Qualifications for this contract) have at least three (3) example projects present and that are within 150% of the projected budget.
- b. Mid Range – Shall be scored in the mid range if the following are met:
  - i. Provided SF330, Section F (Example Projects which best illustrate Proposed Team’s Qualifications for this contract) have at least two (2) example projects present and that are within 150% of the projected budget.
- c. Low Range – Shall be scored in the low range if the following are met:
  - i. Provided SF330, Section F (Example Projects which best illustrate Proposed Team’s Qualifications for this contract) have at least one (1) example project present and that is within 150% of the projected budget.

**11. Tab K – Meets Schedule / Quality of Work:**

- a. High Range – Shall be scored in the high range if the following requirements are met:
  - i. The submitted Section H forms shall be complete and no more than a total of two (2) of the following agreed upon dates (A. 12. a. i. 2-4) were missed.
- b. Mid Range – Shall be scored in the mid range if the following requirements are met:

- i. The submitted Section H forms shall be complete and no more than a total of three (3) of the following agreed upon dates (A. 12. a. i. 2-4) were missed.
- c. Low Range – Shall be scored in the low range if the following requirements are met:
  - i. The submitted Section H forms shall be complete and no more than a total of four (4), or more, of the following agreed upon dates (A. 12. a. i. 2-4) were missed.

**12. Tab L – Construction Administration:**

- a. High Range – Shall be scored in the high range if all of the following requirements are met:
  - i. (Prerequisite) The submitted Section E forms shall be complete, per A.13. a. i. 1. and A. 13. A. i. 2.
  - ii. The number and interval of Progress Reports (A. 13. b. i. 1.) are provided and were provided at intervals of no more than weekly.
  - iii. The number and interval of Owner-Architect-Contractor meetings (A. 13. b. i. 2.) are provided and were conducted at intervals of no more than monthly.
- b. Mid Range – Shall be scored in the mid range if the all of following requirements are met:
  - i. (Prerequisite) The submitted Section E forms shall be complete, per A.13. a. i. 1. and A. 13. A. i. 2.
  - ii. The number and interval of Progress Reports (A. 13. b. i. 1.) are provided and have intervals of greater than weekly.
  - iii. The number and interval of Owner-Architect-Contractor meetings (A. 13. a. i. 2.) are provided and have intervals greater than monthly.
- c. Low Range – Shall be scored in the low range if the any of the following requirements are met:
  - i. The submitted Section E forms are not complete.
  - ii. The number and interval of Progress Reports (A. 13. a. i. 1.) are **not** provided.
  - iv. The number and interval of Owner-Architect-Contractor meetings (A. 13. a. i. 2.) are **not** provided.

**13. Previous Work for Armory Commission:**

- a. Only for Firms that have any previous work for the Armory Commission of Alabama where final completion or beneficial occupancy is within the last five years prior to the submission deadline for this packet.
  - i. For firms that have had work for the Armory Commission where final completion or beneficial occupancy is within the last five years prior to the submission deadline of this packet, the score **will** be a negative two (-2).
  - ii. For firms that have **not** had work for the Armory Commission where final completion or beneficial occupancy is within the last five years prior to the submission deadline of this packet, the packet will not be reviewed or scored.

**14. Past Performance on Work for Armory Commission:**

- a. Only for Firms that received a negative two (-2) in “Previous Work for the Armory Commission of Alabama” where final completion or beneficial occupancy was within the last five years prior to the submission deadline this packet.
  - i. For firms that have had work for the Armory Commission where final completion or beneficial occupancy is within the last five years prior to the submission deadline of this packet, and by evaluation have performed “poor” the score **will** be a negative two (-2).
  - ii. For firms that have had work for the Armory Commission where final completion or beneficial occupancy is within the last five years prior to the submission deadline of this packet, and by evaluation have performed “below average” the score **will** be a negative one (-1).
  - iii. For firms that have had work for the Armory Commission where final completion or beneficial occupancy is within the last five years prior to the submission deadline of this packet, and by evaluation have performed “average”, the score **will** be a zero (0).
  - iv. For firms that have had work for the Armory Commission where final completion or beneficial occupancy is within the last five years prior to the submission deadline of this packet, and by evaluation have performed “above average”, the score **will** be a positive one (+1).
  - v. For firms that have had work for the Armory Commission where final completion or beneficial occupancy is within the last five years prior to the submission deadline of this packet, and by evaluation have performed “exceptional”, the score **will** be a positive two (+2).