

## 5. PROPOSAL EVALUATION

The HDOT reserves the right to reject any or all proposals, and waive any defects if the HDOT believes the rejection or waiver to be in the best interest of the HDOT. The right to waive defects does not extend to proposals that are out of compliance with the requirements found in the Hawaii Administrative Rules.

The evaluation will be based solely on the evaluation criteria detailed in this RFP, and shall be performed by the selected members of the Evaluation Committee consisting of at least three (3) governmental employees with sufficient qualifications and experience in this area.

Evaluation criteria and the associated points are listed below. Quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

A contract may be awarded on the basis of initial proposals received, without discussion. Therefore, each initial proposal shall contain the Proposer's best terms from a technical and cost/price standpoint.

Proposals may be classified initially as acceptable, potentially acceptable, or unacceptable. Discussions may be conducted with Proposer's who submit proposals determined to be acceptable or potentially acceptable of being selected for award, but proposals may be accepted without such discussions.

The final selection of a Successful Proposer, if any, will be made in accordance with the evaluation criteria as specified herein.

### 5.1. EVALUATION PROCESS OVERVIEW

The Evaluation Committee will apply a numerical rubric to evaluate the proposals. The following sections describe the evaluation process in more detail.

- Phase 1: Preliminary Evaluation of Proposals
- Phase 2: Rating and Determination of Priority Listed Proposers
- Phase 3: Discussion with Priority-Listed Proposers (at HDOT's option)
- Phase 4: Best and Final Offers (at HDOT's option)
- Phase 5: Selection and Award

### 5.2. EVALUATION CRITERIA

Quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The award shall be made to the responsible Proposer whose proposal is determined to be the most advantageous to the State. **The total number of points used to score this contract is 100.** Evaluation criteria and the associated points are listed in *Table 2*.

Table 2: Evaluation Criteria

Criterion	Maximum Points
Aesthetics of Design and Context Sensitivity <ul style="list-style-type: none"> <li>• Environmental Considerations</li> <li>• Aesthetics and Landscaping</li> <li>• Bridge Appearance</li> </ul>	15
Technical Approach <ul style="list-style-type: none"> <li>• Work Plan</li> <li>• Shared Use Path Design</li> <li>• Bridge Design</li> </ul>	35
Construction Cost*	50
<b>TOTAL</b>	<b>100</b>

\*Construction Cost price evaluation

The Price Score weight will be determined as follows:

$$\text{Construction Cost Weighted Score} = \frac{50 \text{ pts} \times \text{Low Bid Amount}}{\text{Bid Amount of any given Proposer}}$$

Example:

	Proposed Bid Price	Construction Cost Weighted Score
Proposer A	\$14,000,000	46.43
Proposer B	\$13,000,000	50
Proposer C	\$13,500,000	48.15

### 5.3. PHASE 1: PRELIMINARY EVALUATION



A preliminary evaluation shall determine whether each proposal ~~is considered responsive, thus justifying~~ justifies further evaluation. In its preliminary evaluation, the HDOT will examine the completeness of each proposal, and its compliance with the instructions, terms and conditions in this RFP. Subsequent review and evaluation will be based on the criteria stated in the following sections. Any proposals that are incomplete or that do not comply with the instructions or terms and conditions shall be rejected by the HDOT and excluded from further consideration.

Responsive proposals must meet all submittal requirements and the minimum eligibility requirements described in the RFP.

### 5.4. PHASE 2: PRIORITY-LIST OF PROPOSERS

Before conducting discussions, a priority list shall be generated by the Evaluation Committee. In order to generate a priority list, proposals shall be initially classified as acceptable, potentially acceptable or unacceptable.



All **responsive** Proposers who submit acceptable proposals or potentially acceptable proposals are eligible for the prioritized listing.

If numerous acceptable and potentially acceptable proposals are submitted, the Evaluation Committee may limit the priority list to at least three (3) responsible Proposers who submitted the highest-ranked proposals.

#### **5.5. PHASE 3: DISCUSSIONS WITH PRIORITY-LISTED PROPOSERS**

Discussions may be conducted with Priority-Listed Proposers, if deemed advantageous by the HDOT. Discussions will be limited to only "priority-listed" Proposers and are held 1) to promote understanding of the HDOT requirements and the priority-listed Proposer's proposals and 2) to facilitate arriving at a contract that will provide the best value to the HDOT, taking into consideration the evaluation factors set forth in the RFP. Discussions may include Proposer presentation of its Proposal, interviews with Proposer's key personnel, demonstrations, site visits, or teleconferences. Any discussions shall be conducted in an organized and consistent manner established by the HDOT, and in accordance with the following:

- A. Priority-listed Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of proposals.
- B. Any substantial oral clarification of a proposal shall be reduced to writing by the priority-listed Proposer.
- C. If during discussions there is a need for any substantial clarification or change in the RFP, the RFP shall be amended by an addendum to incorporate the clarification or change. Addenda to the RFP shall be distributed only to the priority-listed Proposers.
- D. Priority-listed Proposers may be permitted to amend proposals already submitted, limited to the discussions conducted.
- E. If in the opinion of the Evaluation Committee a contemplated amendment will significantly change the nature of the procurement, the RFP shall be canceled and a new RFP will be issued.
- F. The contents of any proposal shall not be disclosed so as to be available to competing Proposers during the discussion process.

#### **5.6. PHASE 4: BEST AND FINAL OFFERS**

At the option of the HDOT and following discussions between the Evaluation Committee and the Priority-listed Proposers, each Priority-listed Proposer may be asked to provide their best and final offer. In that event, the procedure as listed below will be used.

- A. The Evaluation Committee will establish a date and time for submission of best and final offers.
- B. Proposers may be afforded the opportunity to revise their proposals, including price, during the best and final offer phase.

- C. If a Proposer does not submit a notice of withdrawal or another best and final offer, the Proposer's immediate previous proposal will be construed as their best and final offer.
- D. After best and final proposals are received, final evaluations will be conducted by the Evaluation Committee for an award.
- E. Best and final offers shall be submitted only once, unless the Head of the Purchasing Agency determines that it is in the HDOT's best interest to conduct additional discussions or change the HDOT's requirements by addendum distributed only to priority-listed Proposers and require another submission of best and final offers. Otherwise, no discussion of or change in the best and final offers shall be allowed prior to award.

## **5.7. PHASE 5: SELECTION AND AWARD**

Refer to *Section 1.19, Contract Award*.

### **Appendices:**

- Appendix A. Offer Form, OF-1
- Appendix B. Offer Form, OF-2
- Appendix C. Performance and Payment Bond Forms
- Appendix D. Contract Form and AG General Conditions
- Appendix E. Contract Minimum and Special Conditions
- Appendix F. Special Provisions
- Appendix G. Certificate for Performance of Services
- Appendix H. Conflict of Interest (COI) Disclosure Form