

GUIDELINES FOR PREPARING CONSULTANT PROPOSALS FOR HIGHWAYS DIVISION PROJECTS

The purpose of these guidelines, developed by the Department of Transportation, Highways Division (HDOT), is to standardize the format and content of consultant proposals to help assure fair and proper evaluation. This standardized format should also reduce the proposal preparation time, and simplify the review process by HDOT personnel.

In order for HDOT's consultant screening committee to evaluate each proposal properly, it is important that each submittal be clear, concise, and prepared in accordance with the proposal format and content requirements in the listed below.

The proposals shall be in the following format and include:

A. Introductory letter, number of years in business, references and office locations

Identification

- Organization proposal and introductory letter that includes the principal's name, title, business address, telephone and fax numbers, and email address.

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Introduction

B. Experience and professional qualifications relevant to the project

Project Team

- The proposal shall identify the Project Manager and other key team members and/or sub-consultants who will be assigned to the project. Resumes of key project team members' qualifications and experience shall be included, limited to one page per individual. Resumes are to be provided in the Appendix.
- Substitutions of identified key personnel subsequent to the submission of the proposal are subject to the HDOT approval.
- An organization chart of the Project Team for the project shall be included.
- Identify the roles and responsibilities of each team member, and the estimated percentage of effort (time) they will be devoting to the project, each product, and project tasks.

C. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

Project References

The proposal shall include information of the consultant and the sub-consultants experience in performing work similar to the scope of work identified herein. This reference information on past projects should include:

- Project name
- Project summary

- Inclusive project dates
- Organization name, address, telephone and email for whom the project was performed.
- Name, telephone and email address of the individual in the organization that is familiar with the past project.
- The team member(s) assigned to the project and the work they accomplished.

D. Capacity to accomplish the work in the required time

Approach

- The proposal shall provide an approach that reflects the capacity and capability to complete the project in the required time.
- The proposal should identify the methods to be used to manage the items identified in the Scope of Services and the Project Approach.

E. Innovative or alternative methods and anticipated concepts for furnishing the required services

Products

- The proposal shall describe the Scope of Services products as integral parts of the finished product. The finished product description shall include how the anticipated results will be reported, formatted and presented. The finished product description shall be in sufficient detail to permit objective evaluation of the proposal.

Work Plan

- A work plan shall be provided for the purpose of identifying the interrelationships of major tasks, subtasks, milestones and products; schedule; and team member efforts.

Anticipated Problems

- The proposal shall indicate potential and perceived problem areas anticipated during the course of undertaking the project, and possible solutions to remedy the problem.

Information Support

- The proposal shall identify the information and services which the proposer expects the HDOT to provide in order to undertake and complete the project.

The following table lists the content criteria point distribution by which proposals will be evaluated, and the **maximum number total number of pages allowed for proposal**. Proposals must address all criteria listed, and must include a completed certification of non-exclusion to be considered complete in accordance with these guidelines. Incomplete proposals will not be considered for selection. Please tab the various sections in the submittal for easy reference.

PROPOSAL CONTENT REQUIREMENTS

Criteria	Points	Max. No. of Pages
Introductory letter, number of years in business, references and office locations		
Experience and professional qualifications relevant to the project.	31	
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.	30	
Capacity to accomplish the work in the required time.	29	
Innovative or alternative methods and anticipated concepts for furnishing the required services.	1	
MAXIMUM TOTAL	100	20
Appendix: Resumes of key personnel (optional)		1 pg/person
Appendix: Company Brochure (optional)		
Appendix: Completed Certification of Non-Exclusion		

The number of pages per consultant proposal must not exceed the maximum total indicated in the table above. A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times New Roman font, or similar, preferred). Any proposal containing pages in excess of the maximum number allowed per criterion excluding the title page, introductory letter, table of contents, tabs, and appendices will receive a 5-point penalty for each page over the limit. The title page, introductory letter, table of contents, tabs, and appendices are also excluded from the maximum total pages. Only the first two pages of an introductory letter and the first page of the resume will be considered for review.

After the selection letter has been received by the consultant, any change in key personnel or sub-consultants will require written approval by the State.

PROPOSAL EVALUATION CRITERIA

The criteria presented below will be used for evaluating proposals from interested consultants. The consultant receiving the highest total score will be the top ranked consultant for the project. If the total score of two or more firms are equal, past performance will be the governing criteria.

1. Experience and professional qualifications relevant to the project.

The project manager must be experienced in managing projects of similar nature and scope, and shall be a professional engineer licensed in the State of Hawaii and/or planner's certification by the American Institute of Certified Planners (AICP) working in Hawaii. The resume of the project manager must be included in the proposal. The team shall have a working office and project manager on Oahu during the life of the project.

The consultant shall designate experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel or sub consultants. The proposal shall identify the project team composition, project leadership, reporting responsibilities, and address how sub consultants will fit into the management structure. The HDOT evaluation will be performed on the team, and not just the personnel of the prime consultant, so resumes of key design team members must be included in the proposal.

2. Past performance on projects of similar scope for government and public agencies, or private industry, including corrective actions and other responses to notices of deficiencies.

The consultant proposal shall include a list of similar projects that the consultant worked on and successfully completed. The project name, contact person, and phone number of the government, public and/or private agencies should be included in the list. The proposal shall indicate the consultant's past performance in terms of cost control, quality of work and compliance with performance schedules.

3. Capacity to accomplish the work in the required time.

The consultant must demonstrate that sufficient knowledgeable staff is available, and that any sub-consultant hired by the consultant is experienced and capable of performing the work.

The consultant proposal shall contain a list of current HDOT and non-HDOT projects. The list should include project name, start date, and estimated consultant contract completion date. In addition, the list should identify any key team members and sub consultants proposed for this project presently assigned to the list of current projects.

4. Innovative or alternative methods, and anticipated concepts for furnishing the required services.

The consultant shall indicate any innovative, unique or alternative methods that would be used to perform the required services. Proposals should include anticipated concepts to complete the project, and should present any modern and cost-effective design methods or special project related techniques that would benefit the project. The proposal shall also indicate potential and/or perceived problem areas anticipated during the course of undertaking the project and possible solutions to remedy those problem areas

For additional clarification, please refer to the full RFP.

In accordance with the Brooks Act (U.S.C., Title 40, Chapter 11, Section 1103), written or verbal discussions will be conducted by the HDOT after proposals are received.

