

GUIDELINES FOR PREPARING CONSULTANT PROPOSALS FOR HIGHWAYS DIVISION PROJECTS

The purpose of these guidelines, developed by the Department of Transportation (HDOT) - Highways Division, is to help assure fair and proper evaluation of consultant proposals by standardizing the format and content. This standardized format should reduce the time required for consultants to prepare proposals, and simplify the review process by HDOT personnel.

In order for HDOT's consultant screening committee to evaluate each proposal properly, it is very important each submittal be clear, concise, and prepared in accordance with the recommended format. Please tab the various sections in the submittal for easy reference. As part of the evaluation process, Highways Division may conduct interviews with all firms showing interest in this project.

A maximum total of 100 points is available for each proposal. Available points, and allowable pages, for each section are indicated in the following table.

PROPOSAL FORMAT REQUIREMENTS

The proposal shall be limited in length as shown below:

Criteria	Points	Max. No. of Pages
Introductory letter, number of years in business, references and office locations		2
Experience and professional qualifications relevant to the project.	35	2
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.	30	2
Capacity to accomplish the work in the required time.	25	2
Anticipated concepts and alternative methods for furnishing the required services.	10	2
MAXIMUM TOTAL	100	10
Appendix: Resumes of key personnel		1 pg./person Max.
Appendix: Company Brochure (optional)		
Appendix: Completed Certification of Non-Exclusion		

The number of pages per consultant proposal must not exceed the number of pages per criteria, or the maximum total indicated in the table above. The title page, table of contents, tabs, and appendices are excluded from the maximum total pages. 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 exceeding the maximum page limit receives a 5-point penalty for each page over the limit. Only the first page of an individual's 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 FOR ENVIRONMENTAL CONSULTING SERVICES

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 consultant's and/or sub-consultant's project manager must be experienced in managing projects of similar nature and scope, and shall be a professional civil or environmental engineer licensed in the United States (provide PE License Number on resume). The resume of the project managers must be included in the proposal.

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. Resumes of the key planning team members shall be included.

The HDOT evaluation will be performed on the entire team, and not just the consultant's personnel. Information shall include experience and qualifications of the entire project team, including sub-consultants, if applicable.

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 proposal shall include a description of the projects, project objectives, deliverables, tasks performed, and project outcomes. The project name, contact person, and phone number of the government, public and/or private agencies shall 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 all current projects, including 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 that are presently assigned to any of the currently listed 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.

CERTIFICATION OF NON-EXCLUSION

Date:	
Name of Prime Consultant Firm:	
List of Sub-Consultants Proposed for the Project:	
Certification: I certify that my firm and its principals, and the sub-consultant firms proposed for this project and their principals, are not currently excluded by the State of Hawaii or the Federal Government from providing the services to be furnished for the proposed project, and that none of the parties listed herein appear on the following suspension or debarment lists: Hawaii State Procurement Office Circulars Federal Government Excluded Party Listing System (GSA List) Current Suspensions/Debarment Actions List by FHWA	
Name of Officer and Title	
Signature of Officer	Date