

V. PROPOSAL REQUIREMENTS

7. **REVISED PROPOSAL SUBMITTAL ELEMENTS**

The County may not evaluate proposals that do not contain all requested content. Each of the proposal elements should be provided in the order listed below.

1. EXECUTED FORMS

- a. Proposal Form: original as detailed above, to include the required FTA certifications.
- b. Conflict of Interest Statement: included in the RFP document.
- c. Addendum Acknowledgment Form(s): provided with any RFP addendum(s).
- d. Appendix A – Federal and State Required Certifications
 - i. Firm Data Sheet
 - ii. Certification Regarding Debarment – Primary Covered Transactions
 - iii. Certification Regarding Debarment – Lower Tier Transactions

2. MANDATORY REQUIREMENTS

The following requirements are mandatory. If the County concludes after its initial review of a submitted proposal that the Mandatory Requirements are not met, the proposal will be considered non-responsive and will not be evaluated further.

1. The Offeror may not take exceptions to mandatory provisions of the draft Contract Terms and Conditions that are attached to this solicitation. Mandatory provisions are marked with an asterisk.

Compliance with this mandatory requirement will be verified against the Offeror's exceptions, if any, to the County's draft Terms and Conditions.

2. The Offeror must be registered with Virginia State Board for Architects, Professional Engineers, Land Surveyors, and Landscape Architects.

3. EXECUTIVE SUMMARY AND PROOF OF REGISTRATION (*not evaluated*)

(Maximum of five pages excluding proof of registration)

The Offeror's proposal must contain an executive summary with the Offeror's overall capabilities and approaches for accomplishing the services. The summary must identify in uppercase letters the Specialization Area(s) for which the Offeror is applying. If submitting proposals for multiple Specialization Areas, the Offeror should submit one executive summary that is applicable to all of the Specialization Areas.

The proposal also must include proof of all A/E professionals' registration numbers (this does not count towards the page restriction).

4. FIRM DESCRIPTION (evaluation criteria weight: 5%)

(Maximum of one page per Specialization Area, plus one page per subcontractor)

- a. Provide a brief overview of the Offeror's experience in the Specialization Area and in each Project Support Services category. If the proposal includes -subcontractors to cover the Optional Project Support Services and the work considered incidental to each Specialization Area, then provide a brief overview of the subcontractor's experience.
- b. Specify the location(s) of the Offeror's main, local and branch offices and when they were established.
- c. Describe the Offeror's familiarity with state and local standards, procedures and requirements.

5. UNDERSTANDING OF SCOPE (*evaluation criteria weight: 15%*)

- a. Provide your understanding of the project, scope and technical requirements necessary to successfully complete all the required tasks for the Specialization Area for which you are applying.

(Maximum of two pages per Specialization Area)

- b. Provide your understanding of the project, scope and technical requirements necessary to successfully complete all the required tasks in all of the Project Support Service and Optional Support Service Areas identified in this solicitation.

(Maximum of two pages per the Project Support Service and Optional Support Service Areas)

6. PROJECT REFERENCES (*evaluation criteria weight: 40%*)

- a. (Maximum of five pages per Specialization Area, Project Support Service and Optional Support Services, plus one page for the resume per Specialization Area, Project Support Service and Optional Support Services.
- b. Submit for the proposed Project Manager a resume listing the name, experience and qualifications as they relate to the relevant Specialization Area(s), Project Support Service and Optional Support Services.
- c. For each Specialization Area applied for, submit a list of similar projects (one page per referenced project) for which services are ongoing (indicate the phase) or have been successfully completed (indicate the phase) within the last five years by the Offeror's proposed Project Manager. The projects must show the applicable skills and experiences appropriate for the work described and closely match the Scope of Services.
 - i. The work may have been performed by the proposed Project Manager with the offering firm or with other firms. The list of projects should be representative of projects in an urban setting similar to Arlington County.

The list must indicate:

- Scope of services provided by the Project Manager

- Entity for which the work was performed
 - Construction Cost
 - Design/Engineering Costs
 - Any special circumstances that affected the completion of the project
 - Dates of project start and completion
 - Name and contact of the client PM
- ii. Ensure that the basic descriptions of the project, including any required performance requirements, are identified and adequately explained in the text. The description should document how the particular task/project was performed in conjunction with the overall project.

7. SKILLS AND EXPERIENCE OF THE PROJECT TEAM (*evaluation criteria weight: 30%*)

(Maximum of two pages per Specialization Area (including Project Support Services and Optional Project Support Services) for the summary, plus one page for the organizational chart and one page per resume)

Individuals who will be directly involved in assigned tasks should have demonstrated experience to perform the work delineated in the Scope of Services. Individuals whose qualifications are presented will be committed to the contract for its duration unless otherwise determined by the County's Project Officer. Where Commonwealth of Virginia registration or certification is deemed appropriate, a copy of the registration or certificate must be included in the proposal package.

- a. The Offeror shall provide:
- i. Project Team Organizational Chart
 - ii. List of anticipated sub-contractors and their primary contacts and office locations for each sub-contractor; and
 - iii. Resumes listing the name, experience and qualifications for individuals who will be responsible for the management and technical work for each Specialization Area applied for and Project Support Services and Optional Project Support Services.
- b. Describe the experience and demonstrate the qualifications of the entire project team as it relates to each Specialization Area applied for and Project Support Services and Optional Project Support Services. Include the experience of the team members, including anticipated subcontractors. Name specific projects successfully completed within the last three years on which the team members have performed similar tasks. For each, include the scope of services the individual performed and the individual's specific role.

8. OVERALL APPROACH AND QUALITY ASSURANCE/QUALITY CONTROL (*evaluation criteria weight: 10%*)

(Maximum of two pages for the management plan, plus one page for the quality assurance/quality control per Specialization Area, Project Support Services and Optional Project Support Services)

- a. Submit a management plan that describes the Offeror's approach for accomplishing the services identified in the Specialization Area, Project Support Services and Optional Project Support Services.

- i. Include the Offeror's basic approach to the management of the project, including reporting hierarchy of staff and subcontractors and the individual(s) responsible for coordination of the separate components of the Scope of Services.
 - ii. Include a statement indicating the availability of the key personnel.
 - iii. Include a statement indicating the firm's ability to respond on short notice and within tight timelines.
- b. Describe the Offeror's quality-assurance/quality control program and indicate how the program will be applied in the performance of the project.