

Northwest Corridor Project

Proposal Evaluation Process

Summer 2013



The following details the Proposal Evaluation Process and outreach activities for the Northwest Corridor Project (NWCP). Pursuant to a Request for Proposals (RFP) issued on December 7, 2012 and subsequent addenda, the Department has solicited for the development of the Northwest Corridor Project through a Design-Build-Finance Agreement and will be receiving final proposals on Monday, June 10, 2013.

In anticipation of the receipt of the proposals, the Department has established an evaluation and selection organization and general procedures for the activities leading up to the determination of the apparent Best Value Proposer pursuant to the O.C.G.A. 32-2-80, rules and guidelines governing the public private partnership (P3) program.

The organization structure of the evaluation committees consist of a Steering Committee that will provide oversight and general direction to the Selection Recommendation Committee (SRC) which will be responsible for the evaluation process from receipt of the proposals through the selection of the Best Value Proposer. The SRC will be supported in this effort by a number of subcommittees, see Attachment A.

Phases for the Evaluation of Proposals

Phase 1-Receiving and Tracking will begin as proposals are received.

1. Proposals will be received at GDOT on June 10, 2013 by the Point of Contact (POC).
2. Proposals will be logged and tagged with a tracking identification number
3. Proposals will be secured.

Phase 2-Pass Fail Compliance Evaluation will begin after all proposals are received, tagged and secured.

1. The Pass/Fail Compliance Review Subcommittee (P/FCRS) will review each proposal to ensure that it includes all items required under the Instruction to Proposers (ITP).
2. P/FCRS will advise SRC of the review outcome

Phase 3-Technical Evaluation will begin once the Proposals are deemed responsive.

1. The Technical Evaluation Subcommittee (TES) is supported by four (4) Technical Evaluation Teams (TET), who will individually, review technical categories of each proposal.
2. The TES will meet to develop a consensus rating recommendation for the specified criteria assigned to their team.
3. The TES will meet with the chairperson of each TET and develop consensus comments and adjectival rating recommendations for each of the technical categories for each Proposal.
4. The Selection Recommendation Committee will meet with the TES chairperson and review the recommendations.
5. The SRC will convert the adjectival rating recommendations to a numerical score. The scores are based upon predetermined, qualitative/numerical values, which have been placed in a sealed, date-stamped envelope and will not be opened until this part of the evaluation process occurs.

Phase 4-Financial Evaluation will begin once the technical score has been determined and finalized.

1. SRC and Steering Committee will open the Financial Proposals.
2. The Financial Evaluation Subcommittee (FES) will review each Proposal to determine the responsiveness to the ITP.
3. FES will proceed to evaluate the price reasonableness of a Financial Proposal only if it is determined to be responsive.
4. The FES will develop a price evaluation report which it will present to the SRC.
5. The chairperson of the FES will meet with the SRC to review the price evaluation report including the Financial Proposal calculations (80% financial and 20% technical).

Phase 5-Evaluation Reporting

1. The SRC will perform an integrated assessment of the price and ratings of the Technical Proposal.
2. SRC chairperson will make a recommendation to the Steering Committee of the apparent Best Value Proposer.
3. After the public comment period has concluded, the SRC Chairperson will present the recommendation for the best value proposer to the State Transportation Board for approval.

Public Outreach and Hearings

The Department, in accordance O.C.G.A. 32-2-80 will provide an opportunity for public comment with respect to each submitted proposal by posting the Executive Summary of each Proposal on the DOAS and GDOT websites for thirty (30) days. The Department will be holding two public hearings one each in Cobb and Cherokee Counties to provide opportunities for written and verbal comments regarding each Executive Summary. A synopsis and copies of the public comments will be provided to the State Transportation Board for their consideration prior to the presentation requesting their approval of the apparent Best Value Proposal.

Distribution of the notice for the public hearing will include:

- Posting to the DOAS website
- Posting to the GDOT P3 and project website
- Advertisement in the Fulton Daily Report and newspapers in Cobb (Marietta Daily Journal) and Cherokee (Cherokee Tribune) Counties

The public will be encouraged to send in their submissions by mail, email, fax or phone to the project contact information. Comment cards will be available and a court reporter and translator will be available to take verbal comments at the public hearings.

Conclusion

The Department has undertaken this effort to assure fairness and to provide for the necessary confidentiality during the evaluation process as well as providing the public with the opportunity to comment on the Executive Summary of each Proposal.

ATTACHMENT A

EVALUATION AND SELECTION ORGANIZATION

