

Task Work Assignment Title: <b>G&amp;G MEATS PROPERTY</b>	Task Work Assignment Number:
Bidding Consultant: Hart Crowser	Evaluator: Jing Song

## **Tier 2 On Call Bidding Consultant Evaluation Form for Non-Cost Factors**

### **Instructions and Guidance for Project Managers**

Evaluators of non-cost factors will answer the following question: *“Does the Bidding Consultant demonstrate they have the necessary ability, capacity, and resources to perform the services as described in the task work assignment scope of work (SOW) documents?”*

**Instructions:** Evaluators are to score Bidding Consultant’s proposal (response) to the below items. Evaluators to review the Proposal document for the requirements of each topic. For each score provide your supporting comments. Supporting comments should discuss the plus/minus reason for each score. Write in ink or type in your comments, no pencil. Use complete sentences to explain your score. Scoring scale range is from 0 to 100 percent. Evaluators to select a percentage within the scoring scale range and then multiple by the available points. Scores are rounded to whole percentage numbers (no decimals). Sign form when complete.

<b>Scale: Superior = 100%, Met Expectations = 75%, Marginal = 25%, Unsatisfactory or Not Observed = 0%</b>
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### **Non-Cost Evaluation Scale**

**Superior:** Bidding Consultant demonstrates over all competence, ability for superior capacity and support of contract, and provides an excellent service/product. Bidding Consultant demonstrates many major elements of performance strengths. Bidding Consultant service/product is above the base of what is considered typical of the activity and industry, especially of a class, kind, quantity, level, or limit that would be necessary for performance. Bidding Consultant has one or more major company strengths and may exhibit some shortfalls in a few non-critical areas. Bidding Consultant has a proven track record for excellent performance.

**Met Expectations:** Bidding Consultant meets required minimum specifications for the service/product. Bidding Consultant’s services/products appear satisfactory as a whole and any shortfalls items do not detract from the Bidding Consultant’s strengths and abilities to perform. Bidding Consultant demonstrates having sufficient desirable or positive qualities especially those suitable for a service/product as described in the Bid document.

**Marginal:** Bidding Consultant demonstrates limited capacity to perform as described in the Bid document, but did provide the service/product as requested. Bidding Consultant exhibits some weaknesses or missing/limited information to fully evaluate Bidding Consultant’s ability to perform.

**Unsatisfactory:** Bidding Consultant is below, short, or underneath the base of what is considered typical of the activity and industry, especially of a class, kind, quantity, level, or limit that would be necessary for performance. Bidding Consultant did not provide enough information, or response was unclear or lacking sufficient detailed to fully evaluate the Bidding Consultant’s capacities to perform. There are some noticeable weaknesses that may detract from the Bidding Consultant’s capacities to perform. Bidding Consultant did not demonstrate their service/product was sufficient for specific requirements of the Bid document.

**Not Observed (N/O):** Bidding Consultant did not provide any information or material in Bid submittal about the topic.

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**II. COVER LETTER**

Bidding Consultant is to provide up to a two (2) page (double sided – total of four single pages) cover letter presenting the information below:

- a) Provide a description of the proposed Bidding Consultant’s:
  - i) Internal work team structure including, the names of employees proposed, each employee’s role and a brief description of that employee’s experience and qualifications related to the SOW provided.
  - ii) Key Subcontractor(s) if applicable including, the names of employees proposed, each employee’s role and a brief description of that employee’s experience and qualifications related to the SOW provided.

**Key Subcontractor definition:** Key Subcontractors are companies besides the Bidding Consultant that will perform major field, research, outreach, monitoring tasks under the management of the Bidding Consultant.

- a) If Key Subcontractor(s) is to be utilized: Bidding Consultant must describe their reasoning for selecting the applicable and qualified Key Subcontractors to perform the services as described in the SOW. Bidding Consultant must describe how the firm will manage the use of Key Subcontractor’s under this task work assignment. Describe how the firm will manage quality control with Key Subcontractors. Describe how the firm will manage cost control with Key Subcontractors.
- b) If Key Subcontractor(s) is to be utilized: Bidding Consultant is to provide the Key Subcontractor(s) Occupational Safety and Health Administration (OSHA) Experience Modification Rating (EMR).

Total Points Available   10   (x)   85   % = Score   8.5  

Evaluator’s Supporting Comments:

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Contractor provides a brief introduction of the site, and three professionals. However, it is not very clear which professional will be the field lead.

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**III.A. WORK PLAN**

Bidding Consultant is to provide up to a four (4) page (double sided – total of eight single pages) detailed work plan demonstrating both how the Bidding Consultant’s task team, including proposed Key Subcontractor(s) will perform and the estimated timeline to complete the SOW as provided by Ecology. Bidding Consultant is encouraged to be as detailed as possible within the allotted page limit.

Bidding Consultant is to include and utilize Table B below in their work plan to clearly indicate which tasks of the SOW that they plan to self-perform versus (if applicable) the tasks they plan to manage a Key Subcontractor performing in response to the SOW.

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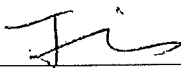
their own resume format. Key Subcontractor is encouraged to present professional resumes that demonstrate experience and qualifications related to the SOW provided by Ecology.

Total Points Available 30 (x) 90 % = Score 27

Evaluator's Supporting Comments:

Clear and consistent with the cover letter. Sufficient Washington State Experience. However, it is still not very clear who will be the field lead.

Total Overall Non-Cost Score (sum of scores) =	60.4
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Evaluator Signature/date  1/11/2019

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**TABLE B – Distribution of Work Plan by Percentage**

Work Plan Task	Check (X) boxes related to the SOW	Self-Performed (%) – based on estimated \$ amount of Proposal	Subcontracted (%) – based on estimated \$ amount of Proposal	Proposed Subcontractor Company Name
Remedial Investigation	X	82%	20%	See proposal

**IIIB. ADDITIONAL SCORING CONSIDERATIONS OF WORK PLAN (Included in 8 page limit)**

The Bidding Consultant must be able to demonstrate breadth of expertise and/or experience for those tasks listed in the SOW. Proposals exhibiting more up front planning and necessary details will be assigned more points.

- a) Bidding Consultant is to demonstrate the ability to quickly respond to a changing and potentially unknown work environment based on the tasks presented within the SOW.
- b) Bidding consultant is to demonstrate their expert experience conducting terrestrial ecological evaluations by providing at least two (2) complicated project examples.
- c) Bidding Consultant is to briefly outline all potential outcomes that may result in completing the SOW, even if different from what is outlined by ECOLOGY as expected in the SOW based on Bidding Consultant’s experience.
- d) Bidding Consultant is to provide professional recommendations if necessary as to how ECOLOGY may choose to alter the SOW to provide a more directional and complete outcome.
- e) Bidding Consultant is to clearly outline all the deliverables with due dates to be provided to ECOLOGY upon completion of the SOW.
- f) Bidding Consultant is to estimate when the SOW should be completed.

Total Points Available 30 (x) 83 % = Score 24.9

**Evaluator’s Supporting Comments:**

The contractor provides a good explanation of their ability to quickly respond to changing conditions, and provides good

examples of TEE. The contractor discusses the potential outcome of the investigation, but does not mention the possibility

of finding data gaps and what steps will be taken if data gaps are found. In addition, the contractor does not provide a detailed

description of the deliverables, including the site characterization report.

**IV. PROFESSIONAL RESUMES (BIDDING CONSULTANT’S AND/OR KEY SUBCONTRACTOR’S)**

Bidding Consultant is to provide up to three (3) professional resumes. The resumes provided must be the same as the employees presented in the cover letter. Each resume is limited to one (1) page (double sided – total of two single pages). Bidding Consultant may utilize their own resume format. Bidding Consultant is encouraged to present professional resumes that demonstrate experience and qualifications related to the SOW provided by Ecology.

If applicable, Key Subcontractor(s) is to provide up to two (2) professional resumes per Subcontractor Company as applicable to the SOW. The resumes provided must be the same as the employees presented in the cover letter. Each resume is limited to one (1) page (double sided – total of two single pages). Key Subcontractor may utilize

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**ATTACHMENT A - Tier 2 Bidding Consultant Scoring Summary Evaluation (to be completed and added to this document by Contracts Officer)**

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**ATTACHMENT A - Tier 2 Bidding Consultant Scoring Summary Evaluation**

**SUMMARY OF ALL RATES AND FEE SCHEDULES (COSTS) SUBMITTED**

**TABLE C – Summary of Proposal Costs and Ranking**

<b>Bidding Consultant Company Name</b>	<b>Bidding Consultant Proposal Cost</b>	<b>Bidding Consultant Total Points by Cost</b>	<b>Bidding Consultant Ranking (1= lowest cost)</b>
Ecology & Environment	\$76,658.00	17.7	3
GeoEngineers	\$101,018.22	13.5	5
Hart Crowser	\$44,954.00	30	1
Kennedy Jenks	\$75,449.41	18	2
Leidos	\$91,559.29	14.7	4

*Notes:*

1. The second column is determined by dividing the lowest bid price received by each of the other bid prices received and multiplying the result by the total points available (30).
2. The last column (Bidding Consultant Ranking) is determined based on total available points for the cost estimate piece of the proposal. The Bidding Consultant that provides the lowest cost between all bids received receives all of the points possible and the remainder of the Bidding Consultants are ranked with less total possible points when compared to the lowest bidder based on how their proposal cost compares. **The highest available number of points for the cost estimate is 30. The ranking from highest price to lowest price is from 1-5, with 1 being ranked as the lowest bidder.**

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**SUMMARY OF ALL NON COST SCORES SUBMITTED**

**TABLE D – Summary of all Bidding Consultants’ Total Non-Cost Scores**

Bidding Consultant Company Name	II – Cover Letter Total Score (10)	III A/B – Work Plan and Additional Considerations Total Score (30)	IV – Professional Resumes (Bidding Consultants’ and/or Key Subcontractor’s Total Score (30)	Total Overall Non-Cost Score (70)
Ecology & Environment	9.5	26.4	28.5	64.4
GeoEngineers	9.8	23.4	30	63.2
Hart Crowser	8.5	24.9	27	60.4
Kennedy Jenks	9.2	28.5	30	67.7
Leidos	10	28.5	30	68.5

**SUMMARY EVALUATION (COST AND NON COST) FOR ALL BIDDING CONSULTANTS**

**TABLE E – Ranking Summary - Bidding Consultants’ Total Non-Cost Scores Versus Cost**

Bidding Consultants	Ecology & Environment	GeoEngineers	Hart Crowser	Kennedy Jenks	Leidos
Bidding Consultant Total Non-Cost Score	64.4	63.2	60.4	67.7	68.5
Bidding Consultant Total Cost Score	17.7	13.5	30	18	14.7
<b>Bidding Consultants’ Total Score</b>	82.1	76.7	<b>90.4</b>	85.7	83.2

Note: The highest possible score to receive for the non-cost = 70 and the highest possible score to receive for cost = 30, for a total possible score of 100.

Was Apparent Successful Bidder Selected based on total score? Yes  or No

Evaluator’s Supporting Comments for Selecting the Apparent Successful Bidder:

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Evaluator (Ecology Project Manager) Signature/date Jing Song 1/24/2019

Section Manager Approval Signature/date [Signature] 1/24/19