

Houston Downtown Management District (HDMD)
PROPOSAL ORGANIZATION AND SELECTION CRITERIA

MARKET SQUARE PARK

PROPOSAL ORGANIZATION AND SELECTION CRITERIA

1.0 To enable HDMD to efficiently evaluate Proposals, the Proposer shall follow the required format in preparing its Proposal. Proposals that do not conform to the prescribed format may be rejected.

2.0 The Proposal shall consist of 8 standard binders and a separate sealed, opaque envelope containing original HDMD Proposal Form and Proposal Supplements. The binders shall be submitted in a sealed box. The envelope shall be sealed and taped securely to the outside of the box. Proposer shall clearly identify the Project, Proposal Submittal Date, and Proposer's name on the outside of the envelope and box.

3.0 Binders are used to ensure that pages are not lost. Each binder shall be of adequate size to fit all information being submitted. Pages shall be no larger than letter-size (8½" by 11"). Tabbed sections, as defined below, shall separate information provided.

4.0 The selection criteria and corresponding point values are set out in Tabbed Sections I thru X.

5.0 Each of the binders shall be organized in the following order:

A. Outside Cover of Binder: This shall clearly identify the Project, Proposal Submittal Date, and Proposer's name.

B. Tabbed Section I: Total Proposal Price (40 points).
Proposer to leave this section BLANK. Upon receipt of Proposal HDMD will insert a copy of Proposer's completed Proposal Form. Proposer will be evaluated on Total Proposal Price. (Lowest Total Proposal Price will receive the maximum 40 points, with each successively higher Total Proposal Price, after that, receiving fewer points, accordingly.)

C. Tabbed Section II: Experience (15 points).
Provide three examples of Proposer's successful experience over the last five years with projects of similar size, scope, complexity, and value. Include name, address, and telephone number of project owner and Architect/Engineer for verification; HDMD will contact these in addition to references listed elsewhere. Indicate initial scheduled project duration in calendar days as defined in the contract for construction, and the actual project duration from date of notice to proceed (NTP) to date of certificate of occupancy. Provide total construction contract amount at NTP, and final contract amount.

D. Tabbed Section III: References (6 points).
Provide three references over the last five years from clients, project owners, Architects/Engineers, and Executive level personnel, with their address and telephone number. Do not list any members of HDMD, and any members of CM firms employed by HDMD.

E. Tabbed Section IV: Timely Project Completion (7 points).
Provide three recent examples of proven ability to schedule and phase work properly to minimize impact to the owners, use of Critical Path Method scheduling and experience meeting deadlines.

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F. Tabbed Section V: Timely Project Closeout (7 points).
Provide past performance during project closeout phase on the three projects of similar size, scope, complexity, and value noted in Tabbed Section II above. You must indicate how long each project took from Substantial Completion to Final Completion, and a brief explanation as to why. Provide name, address, and telephone number of points-of-contact for verification, i.e., project owner and Architect/Engineer.

G. Tabbed Section VI: Project Management (5 points).
Proposer's proposed supervisory personnel. Project Manager and Superintendent's qualifications and experience on projects with similar scope, complexity, and value. (If project experience listed is not as an employee of your company, list Contractor name, address and phone number.) HDMD may include a "key persons clause" as part of construction contract committing supervisory personnel to the project as proposed.

H. Tabbed Section VII: Proposed Subcontractors/Suppliers (11 points).
Proposer's list of Subcontractors/Suppliers proposed to be used on this Project. Proposer to specifically include proposed major subcontractors' noting their experience on projects of similar scope, complexity, and value. Provide name, address, and telephone number of project owner and Architect/Engineer for verification of experience. Proposers submitting incomplete information will lose points.

I. Tabbed Section VIII: Years In Business (2 points).
Provide documentation, e.g., an Affidavit, or Articles of Incorporation, Articles of Partnership, and the like, establishing the number of years Proposer has been in business. Minimum number of years in business required is six. Insufficient documentation will receive fewer points accordingly.

J. Tabbed Section IX: Safety (2 points).
Provide safety record and program. Provide current Workmen's Compensation Modifier. Number of lost time incidents during last five years and the associated total number of lost days related to safety incidents. Number of OSHA citations received over the last five years.

K. Tabbed Section X: Claims History (5 points).
List all projects in last five years that have gone to claim, litigation, City Engineer's decision, mediation or arbitration with the owner. List outcome of City Engineer's decision, litigation or arbitration. List any construction projects your firm failed to complete because of financial reasons, labor disputes, failure of your employees to perform, or any other reason. List any unsatisfactory evaluations you may have received from the City's Affirmative Action and Contract Compliance Division. Provide your Bond Rating.

L. Total Point Value for the criteria noted above in Tabbed Sections I thru X equals 100 possible points.

END OF DOCUMENT