

Proposal Submission:

This Request for Proposal (RFP) requires a two-part submission. Separate technical and price proposals are to be submitted in sealed envelopes on the date and time stipulated. Six (6) originals of the technical proposal shall be submitted or hand delivered in a sealed envelope, clearly marked. One (1) original cost proposal shall be submitted or hand delivered in a sealed envelope, clearly marked.

Evaluation and Selection Process:

The evaluation criteria are set forth below and are intended to be the basis by which each proposal shall be evaluated. This is a two-step evaluation process. Technical Proposals and Price Proposals shall be submitted separately and labeled accordingly.

The Supervisor of Facilities Management of Harford County Public Schools along with the Evaluation Committee, will review and evaluate proposals submitted. The Supervisor of Facilities Management will recommend the award of the contract as determined by the Evaluation Committee after taking into consideration all the evaluation criteria. The Supervisor of Facilities Management will award a contract only to the Offeror/s determined responsive and responsible, and representing the best value to Harford County Public Schools based on a final evaluation of both the technical and price proposals.

HCPS reserves the right to reject any and all proposals and/or to waive any minor informalities.

Harford County Public Schools reserves the right to terminate negotiation when, in its judgement, negotiations have reached an impasse. The successful Offeror will be required to execute a contract with Harford County Public Schools and the contract will include all the provisions of this RFP, including conditions, attachments and addenda issued.

Evaluation and Selection Process:

1. Evaluation Committee:

Harford County Public Schools will establish an Evaluation Committee who will first review each technical proposal for compliance with requirements, and then score each technical proposal in accordance with the criteria that follows:

2. Evaluation Criteria:

The technical proposal is worth 70% and the price proposal is worth 30% of the evaluation criteria. The technical proposal should address, and will be evaluated upon four categories, each assigned a weight value. These categories are described below in item #3.

3. Technical Proposal (70%):

The technical proposal must be submitted in the format as outlined below. Next to the title is the weight factor assigned to each category.

a. Understanding the Project

(10 Points)

The Proposer shall state, in a concise manner, its interpretation and understanding of the project.

b. Qualifications and Experience of the Project Team (20 Points)

The Proposer shall designate key staff members assigned to the project and shall provide a résumé for each member. Describe the roles of each team member including sub-consultants in narrative and organizational chart form. Include the day-to-day point of contact for the Project.

c. Relevant Experience (30 Points)

The Proposer shall provide a summary of Maryland Public School experience on roof replacement projects similar in nature and complexity. Provide detailed information on three (3) to five (5) projects completed by your firm in the last five (5) years.

d. Client References (10 Points)

Provide contact name, title and phone number of the three (3) to five (5) similar projects completed within the last five (5) years.

4. Price Proposal (30%):

- a. The Committee will open and score **only** the price proposals submitted by firms achieving a minimum of 70% of available technical proposal points, or 49 points.
- b. The Committee will award the full 30 points available to the lowest price proposal. Higher-priced proposals will receive a lower score, prorated from the lowest proposal's 30 point basis.

5. Final Ranking and Selection:

- a. The score for price proposal will be added to the score for the technical proposal for a total score of up to 100 points. The firm achieving the highest cumulative score is considered the highest rated firm.
- b. The Committee may enter into cost and scope negotiations, only with the highest rated firm. If the Committee and firm cannot agree upon the scope and cost, the Committee will negotiate with the next highest rated firm. This process will continue until a fair and reasonably priced contract can be awarded.
- c. The Committee will recommend to the Supervisor of Facilities Management an award to the responsible Proposer whose proposal is determined to be most advantageous to Harford County Public Schools, considering both the technical and price factors outlined above.