

1. Qualifications Package Requirements

_____ POINTS/20

Please see the detailed Problem statement for specific RFQ requirements, but consider the following:

- Requested (fictitious) information will be used to evaluate if your company (team) is qualified and capable of addressing the detailed problem.
- The RFQ is used to simulate the "short listing" process in which only those most qualified will be allowed to continue in the bidding, proposing, or negotiating process.
- Assume you have not worked directly or indirectly with this owner before.
- This is your first opportunity to impress the owner.
- The quality and content of the RFQ can often set a precedence of how the owner will view later submissions. How do you want the owner to view your company before they meet you?

Please provide the following on your company:

RFQ	Page Limit	Points Awarded	Comments
Letter of Transmittal	1		
Table of Contents	1		
Cover Letter	1		
Company Info:	3		
History of company			
Locations			
Services provided			
Safety Program			
Quality Program			
Projects:	3		
Relevant Past Projects			
Current Projects/Back log			
Project Team:	4		
Resumes of Key Personnel			
Project Specific Org Chart			
Other Factors:			
Overall presentation			
BONUS	1		
TOTALS	14		

Additional Comments:

2. THE ORAL PRESENTATION

_____ POINTS/25

Some items to consider when preparing your presentation:

- Each speaker will be evaluated based on:
 - Quality of voice (Projection).
 - Visual contact.
 - Confidence while speaking.
 - Free from distractions?
 - Speak for a minimum of 2 min (Only 5 students need to meet this requirement).
 - Knowledge of subject.
 - Presents on topic that relates to role?
- PowerPoint will be evaluated based on organization, appearance, and content.
- Present the judges with the requested 1 page handout with pictures and project roles?
- Does the voluntary hand out add to, clarify, and is consistent with the Oral Presentation?
- How well was the material presented (as opposed to the content of what was presented)?
- Bonus points can be awarded for creativity, exceptional performance, or overall professionalism.

Oral Presentation	Points Awarded	Comments
Quality of Power Point		
Required Handout/ voluntary hand out		
Team appearance/ professionalism		
Team Member 1		
Team Member 2		
Team Member 3		
Team Member 4		
Team Member 5		
Team Member 6		
Question and Answer		
Bonus Points		
TOTALS		

Be aware of "halo effect" and presentation improvement as the day progresses.

Interview Questions:

3. WRITTEN PROPOSAL

_____POINTS/45

Overall presentation of the written proposal (5 POINTS TOTAL):

- Electronic copy submitted as one complete PDF?
- All required sections provided?
- Correct Spelling and Grammar?
- Quality of graphics?
- Does it look professional?
- Exceed page limits?
- Were comments from the RFQ incorporated?

Bid Estimate/Cash Flow Projections (15 POINTS TOTAL):

- Bid Estimate:
 - All items accounted for?
 - Reasonable contingency, overhead, and fee?
 - Consistent with Owner/Contract requirements?
 - Overall estimate.
- Cash Flow Projections:
 - Reflect appropriate duration and budget?
 - Does it give the owner adequate information to finalize monthly funding requirements?
 - Easy to read, follow, and evaluate?

Schedule (10 POINTS TOTAL):

- Enough detail to provide an evaluation of the accuracy and credibility of the schedule?
- Identify critical work items?
- Include milestones activities as required?
- Is the schedule organized and logical?
- Reasonable durations for activities?
- In agreement with bidding documents and proposed construction methods?

Safety (5 POINTS TOTAL):

- Project specific?
- Redundant information from qualifications package?
- Lock Out Tag Out plan.
- Severe weather evacuation plan.
- Identify potential safety concerns.
- Plans for site security, equipment safety, or traffic issues.

Quality (5 POINTS TOTAL):

- Project specific?
- Redundant information from qualifications package?
- Identify potential quality concerns.
- Identify which scopes will require mock ups or special inspections.
- Strategies to reduce points of failure.
- Identify possible scopes that could utilize pre-fabrication.

Logistics (5 POINTS TOTAL):

- Site/Project specific?
- Redundant information from qualifications package?
- Marked up plan.
- Identify major required equipment.

3. WRITTEN PROPOSAL CONTINUED

Written Proposal	Page Limit	Points Awarded	Comments
Letter of Transmittal	1		
Table of Contents	1		
Cover Letter	1		
Project Estimate/Cash Flow Projections:	6		
Bid Form			
Estimate Breakdown			
General Conditions			
Assumptions/Clarifications			
Cash Flow Projections Graph			
Project Schedule	3		
Logistics Plan	2		
QA/QC Plan	1		
Safety Plan	1		
Other Factors:			
Correct Grammar/Spelling			
Quality of Graphics, Professional Look			
Incorporate comments from RFQ?			
All sections accounted for?			
TOTALS	16		

Additional Comments:
