

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			
Table of Contents			
Cover Letter			
Company Info:			
History of company			
Locations			
Services provided			
Safety Program			
Quality Program			
Projects:			
Relevant Past Projects			
Current Projects/Back log			
Project Team:			
Resumes of Key Personnel			
Project Specific Org Chart			
Other Factors:			
Overall presentation			
BONUS			
TOTALS			

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			
Table of Contents			
Cover Letter			
Project Estimate/Cash Flow Projections:			
Bid Form			
Estimate Breakdown			
General Conditions			
Assumptions/Clarifications			
Cash Flow Projections Graph			
Project Schedule			
Logistics Plan			
QA/QC Plan			
Safety Plan			
Other Factors:			
Correct Grammar/Spelling			
Quality of Graphics, Professional Look			
Incorporate comments from RFQ?			
All sections accounted for?			
TOTALS			

Additional Comments:

4. PROFESSIONALISM/OTHER

_____POINTS/10

Here is where the judges must consider anything that deserves to be considered and which has not specifically been considered above. (Note: additional positive weighting may be applied for exceptional performance in each area or for overall presentation. Additional negative weighting may be applied for failure to respond to owner's requests/needs, inconsistencies, or for overall presentation.)

Other	Points Awarded	Comments
Professional appearance during the competition.		
Quality of email correspondence.		
Attitude when interacting with judges.		
Professionalism when visiting the judge's room.		
All requested items submitted on time?		
Other as decided by the judges.		
TOTALS		

Additional Comments:
