



RFQ/RFP No. 2016-406-01-11-HGO

TWO STEP PROCESS

REQUEST FOR QUALIFICATIONS (RFQ)
REQUEST FOR PROPOSALS (RFP)

CONSTRUCTION MANAGER AT RISK (CMAR)
FOR
PALMER PAVILION – LES GILMORE KITCHEN RENOVATIONS

PRE-PROPOSAL CONFERENCE:

STRONGLY RECOMMENDED
Tuesday, December 27, 2016 @ 2:00 PM
Palmer Pavilion – Les Gilmore Kitchen
301 E. Hackberry
McAllen, Texas 78501

QUESTIONS DUE:
Wednesday, December 28, 2016 @ 5:00 PM

ANSWERS DUE:
Friday, January 6, 2017 @ 5:00 PM

PROPOSAL DUE DATE:
Wednesday, January 11, 2017 @ 9:30 AM

Hidalgo County Purchasing Department
Attn: Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539

- The County may contact the client/reference to clarify a survey rating, check for accuracy, or to obtain additional information. If the client/reference cannot be contacted, the survey may be deleted and no credit given for that client/reference.
- Returned surveys must be packaged together and submitted with the Proposer's proposal

STEP TWO (For Shortlisted Proposers Only – DO NOT COMPLETE UNTIL REQUESTED BY THE COUNTY)

SELECTION PROCESS: This section provides a general overview of 'Step-Two' activities and requirements and only applies to Proposers that are shortlisted and qualified at the conclusion of 'Step-One'. During Step-Two, shortlisted Proposers may be requested to submit a project plan, a cost and schedule proposal, and participate in interviews. **DO NOT PROVIDE ANY OF THIS INFORMATION AT THIS TIME.**

Step Two will begin with notification of shortlisted Proposers and follow the Procurement Schedule outlined in Section 1 of this RFP.

An Evaluation Committee for this process is comprised of representatives appointed by Hidalgo County Commissioners Court.

The Evaluation Committee will be used to evaluate the Project Plan based on a scale of 1 through 10.

The Evaluation Committee will be used to evaluate the interviews comparatively to the interview criteria based on a scale of 1 through 10.

The Evaluation Committee will be asked to independently review and score the items. After each member completes his/her individual scoring, he/she will send the scores to the RFQ/RFP Coordinator, who will then normalize the scores to obtain the final consolidated score for each of the evaluated criteria. To normalize scores, the RFQ/RFP Coordinator will use a basic linear relationship to prioritize the Proposals based on the submitted information. The RFQ/RFP Coordinator will assign the most points to the Proposer with the best score in each criterion, and fewer points to the other Proposers (based on each Proposer's relative score from the best).

For Step-Two, responses to the Owner's Request for Proposals will be evaluated by an evaluation committee based on the following criteria and weighted points:

Evaluation Category	Points
Cost / Fee	10
Project Plan	10
Interviews of Key Personnel (Pre-Construction Services Lead, Project Manager, & Site Superintendent)	40
Overall Rating from Step-One	40
Total	100

PROJECT PLAN: The Project Plan consists of the following sections which will be evaluated for reasonableness:

- **Proposal Summary** – a brief roadmap that describes, in major activities or tasks, how the Proposer will meet the County's expectations (cost, time, resources, quality, and expectations) as set forth in this RFP. This should be a concise synopsis of the work, schedule, and approach that will be taken to complete this