OFFICE SPACE BID EVALUATION PACKAGE

Bidder's Name: _____

Proposed Site:
(Additional sites use a separate form)

_____

Evaluator's Name and Title:

_____

_____

City: _____

County: _____

Date: _____

Public Record

The evaluator is advised that all evaluation reports and documentation related to the award of a contract becomes a matter of public record and is immediately subject to inspection by the general public.

Caution

All aspects of a bid evaluation cover sensitive information. Members of the evaluation committee are cautioned against making public or private comments about the status of the evaluation before the public release of the state's decision. Misinterpretation or misquoted remarks can jeopardize a successful award and could result in significant financial impact to all bidders and the state.

PART A - GENERAL INFORMATION

1. Discuss bid proposal.

2. Discuss variances to specifications.

3. Do you understand the bonding requirements as described in the RFP?

4. Who will serve as your architect/professional engineer for plan development?

5. Who will serve as your general contractor for construction/renovation?

6. Have you reviewed the sample standard State of Missouri lease for real property and do you agree to accept the stated provisions?

7. Do you have any questions regarding the state's definition of net rentable square feet?

8. Do you have questions about the bid process as described in the RFP?

9. If awarded this bid, what will your timeline be to meet the guaranteed completion date of _____ specified in your bid?

PART B - SITE QUESTIONS

1. Is the site in a flood plain/wetland area/hazardous waste/landfill area?

2. What is the present ownership of the building site? May we see the written documentation as required by the RFP?

3. Is the site presently zoned to meet the requirements of the state?

4. Do you understand the process for changing the site, if it becomes necessary?

5. Does the local municipality have any unique ordinances which may impact this site?

6. Are you aware of any potential problems regarding easements or other obstacles to access?

7. Are there any neighborhood action groups which might oppose placing this facility at this particular location?

8. Is the site currently served by a public street?

9. Are utilities currently available to this site?

10. Is this site served by public transportation?

11. Is there any possibility that this site will not be able to be utilized?

PART C - CONSTRUCTION/MAINTENANCE/QUESTIONS

C-1. Facility Systems

1.1 What type of exterior finish(es) will be used?

1.2 What is the roof system?

1.3 What type of heating and cooling systems will be used?

1.4 What type of energy will be used for the HVAC system?

1.5 What are the number and type of windows? Will they be stationary?

1.6 If existing, will the plumbing fixtures comply with ADA?

1.7 What type of telecommunication/data, raceways/conduits will be used?

C-2. Interior Layout and Durability

2.1 What is the ceiling system?

2.2 What is the floor system - will the carpet be laid directly on concrete?

2.3 What is the wall construction? Will you use any chair rails, wainscoting, etc.?

2.4 To what extent will you use interior insulation/soundproofing?

2.5 What type of interior doors and finish trim material will you use for door frames and window sills?

2.6 How many entrances will have airlocks?

2.7 What are our limitations in choosing colors for paint, carpet colors and tile design?

2.8 What is the interior lighting system?

2.9 If an existing facility, do you plan to:

a. Replace carpet?
b. Repaint interior?
c. Replace lights?

C-3. Parking

3.1 Will the parking spaces required in the RFP be for our sole use?

3.2 How close to the facility will the parking be located?

3.3 Does the proposed parking offer barrier free acc~~ess to the main facility en~~trance?

3.4 Will the parking spaces be assigned for agency use?

C-4. Future Expansion

4.1 How would this facility (building/parking) offer potential for future expansion?

PART D - RESPONSIVENESS

1. How will building maintenance services work?

2. What time frame can we expect for resolution of maintenance problems?

3. What means will you use to keep the tenant agency informed of facility problems, etc. and in general promote good communication with regard to building maintenance?

4. If janitorial services are included, do you understand and commit to abide by the cleaning schedule found in the RFP?

5. What other facilities do you or have you leased to the State of Missouri?

   5.1 Do you concur with the inspection report, as provided by the State of Missouri, for each facility?

PART E - HISTORIC PREFERENCE AND/OR PREFERENCE FOR SPECIALIZED DISTRICT

1. Does your proposal include a structure which is of historic significance, as identified in Section L-1 of the RFP?

2. Do you have the appropriate documentation certifying that the structure is eligible for consideration of a Historic Preference?

3. Does your proposal include a structure located within a specialized district? If so, what type of district?

4. Do you have the appropriate documentation (to include a map) certifying that the structure has been designated by the local municipality as being located within a specialized district?

EVALUATION SCORE SHEET

RFP Number: _____ Bidder: _____

Site: _____

When assigning points for subjective categories, the best proposal for each category shall receive the maximum possible points for the subjective category with the other, less desirable proposals receiving fewer points according to the evaluator's best judgment. Although the scoring of points is a matter of subjectivity, the committee member's judgment must be based on fact as presented in the bidder's proposal, question/answer session, and/or site inspection. **A detailed written justification must be included for each category shown below**:

A. General Information Questions: What confidence level do you have that the bidder will comply with the requirements of the RFP and complete the construction in a timely manner?

Low Confidence			High Confidence	
1	2	3	4	5

Score: _____

Justification for score given - _____

B. Site Questions: In your judgment how well would the proposed site satisfy the requirements of the clients, agency and staff?

Low Satisfaction			High Satisfaction	
1	2	3	4	5

Score: _____

Justification for score given - _____

C. Construction Questions: In your judgment how well would the proposed facility satisfy the needs of the clients, agency and staff?

Low Satisfaction			High Satisfaction	
1	2	3	4	5

Score: _____

Justification for score given - _____

D. Responsiveness: In your judgment, how well would this bidder satisfy expectations of responsiveness by the agency and staff?

Low Satisfaction			High Satisfaction	
1	2	3	4	5

Score: _____

Justification for score given - _____

_____

_____

_____

_____

_____

E. Preference for Historic Structures and/or Structures within a Specialized District: Does the proposal include a facility identified as having historic significance and/or being located within a specialized district? (See Attachment L)

1	2	3	4	5

Score: _____

Justification for score given is based on one of the following:

Eligible for Historical Register - 3 points
Certified on the Historical Register - 4 points
Specialized District - 4 points
Both Eligible for Historical Register & Specialized District - 4 points
Both Certified on the Historical Register & Specialized District - 5 points

TOTAL SCORE: _____

_____ Bid is **non-responsive** (please check if applicable)

TOTAL SCORE: **0**

I have provided a detailed justification for the scoring shown above and fully understand that until a Notice of Award is made, all evaluation information is confidential and any questions must be referred to Division of Facilities Management, Design and Construction. However, upon Notice of Award, all score sheets, justifications and any written documentation may become public information available to bidders, the press and the general public.

Department/Division: _____ Title: _____

Signature: _____ Date: _____

Please sign and return this completed packet and attachments to the chairperson of the evaluation committee prior to leaving the evaluation or within an agreed timeframe.