

Summary of Best Value Procurement Procedure for Sheriff Hot Water and Shower Replacements

(Outline of basis of RFQ)

Purpose:

To establish procedural roles and responsibilities in Best Value Procurement for selecting a bidder on the basis of best value for a construction project in excess of \$1,000,000.

Authorization:

Public Contract Code sections 20155-20155.9 / Senate Bill (SB) 128

Procedure:

This document summarizes procedures, required criteria, and scoring by which responses to the pending Request for Qualifications (RFQ) and Request for Proposal (RFP) solicitations for this project will be evaluated. This information will be incorporated into the formal RFQ and RFP documents.

Selection Committee (Evaluation Team):

The County will establish a Selection Committee of key County stakeholders and expert consultants with project and industry knowledge to properly, fairly and impartially evaluate the received proposals. This committee will contain a minimum of 3 and no more than 6 members. These members will have no contact with any potential General Contractors from the time of issuance of the RFQ to the final recommendation to the Board of Supervisors for the project award in accordance with the Rules of Conduct (for Evaluation Team Committee Members) located as Attachments H & I of the County's Purchasing & Contracting Policy.

Criteria and Scoring Summary:

Following is a summary of the General Contractor project team qualification information to be required and corresponding scoring structure. More detailed information on which the scoring will be based will be incorporated into the RFQ and RFP documents. A General Contractor's total score for use in the final "Best Value" determination will be a cumulative of both the RFQ and RFP scores.

No more than the top five (5) ranked General Contractors will be invited by the Selection Committee to participate in the Request for Proposal (RFP) phase. The shortlisted General Contractors will be issued the complete Request for Proposal and be invited to submit a proposal to construct the project.

RFQ – 170 pts

- **Mandatory Requirements** Pass/Fail
 - Includes evidence of necessary licenses, insurance, eligibility to work on Public Works projects

- **Relevant Experience and Past Performance**
 - Firm Experience 50 pts
 - Jail/Detention Experience 70 pts
 - Safety Record 25 pts
 - Claims History 25 pts

RFP – 300 pts

- Project Team Qualifications 100 pts
- Project Approach/Management 100 pts
- Schedule Plan 50 pts
- Local Participation 50 pts

Appeal Procedure:

Where a timely and completed application results in a rating below that necessary to become shortlisted, a General Contractor may appeal such a decision by delivering notice to the County's General Services Director of the decision with respect to its RFQ rating, no later than ten business days following the date of written notification from the County that the General Contractor does not meet the rating established by the County. Without a timely notice of appeal, the General Contractor waives any and all rights to challenge the decision of Solano County, whether by administrative process, judicial process or any other legal process or proceeding.

If the General Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten (10) business days after Solano County's receipt of the notice of appeal. The hearing shall be an informal process conducted by an Appeals Panel or hearing officer appointed by the County Administrator's Office. At or prior to the hearing, the General Contractor will be advised of the basis for Solano County's shortlist determination. The General Contractor will be given the opportunity to present information and present reasons in opposition to the rating. Within one day after the conclusion of the hearing, the Appeals Panel or hearing officer will render its decision which shall be final and not subject to further appeal.

End