



## **Interior Request for Proposal (RFP) selection criteria**

Prepared by: Office of Management and Enterprise Services, Mass Architects Inc.

Approval of design-build vendor selection criteria for the interior repair and restoration of the State Capitol is required in House Joint Resolution 1033. Upon approval from the State Capitol Repair Expenditure Oversight Committee, the following selection criteria will be included in the RFP.

### **1. Past performance and relevant experience**

- Respondent will be evaluated on past performance with projects of this or similar type.
- Technical criteria may be requested that represents the vendor's understanding of this project and how previous projects may apply.
- References or past client performance evaluations may be requested of the vendor.

### **2. Project approach**

- Respondent should demonstrate grasp of the technical aspects of the project and how it would staff, manage, schedule and maintain internal control of the project for quality assurance. The project approach may have the following three categories:
  - **Specific technical approach**  
Respondent will demonstrate understanding of the technical issues surrounding the project and how this may be applied to successfully complete the project. This may include forensic investigation to establish scope, scheduling, cost management, actual technical approach, preparation of scope of work, and budget forecasting.
  - **Managerial approach**  
Respondent will include qualifications of staff dedicated to the project and reasoning for the assignments. Further, respondent will note how staff performance will provide solutions sought by the state.
  - **Quality assurance and quality control plan**  
Respondent will indicate how it will ensure work, from design through implementation, is completed at the highest quality.

### **3. Cost or fee basis**

- Respondent will include the realistic expected cost or fee for the fixed cost (the competitively bid sub-contracting portion) of the work.
- Respondents will indicate the percentage above the fixed cost of work for:
  - Investigations
  - Evaluations
  - Preparation of scope of work
  - Pre-design services
  - Budget estimation, forecasting
  - Design
  - Construction documents and specifications
  - General conditions affecting work
  - Overhead and profit