

**Invitation For Multi-Step Bid**

**BID No.: GWA 2006-15**

**PERFORMANCE MANAGEMENT CONTRACT**

**FOR THE**

**GUAM WATERWORKS AUTHORITY  
WASTEWATER TREATMENT PLANTS,  
WASTEWATER COLLECTION SYSTEM AND  
WASTEWATER LIFT STATIONS**



**Volume IV**

**Proposal Scoring Mechanism**

**May 2006**

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## **1. Introduction**

### **1.1 Overview**

GWA will use the Proposal Scoring Procedures described in this volume of the Invitation for Bid (IFB) to qualify BIDDERS for the participation in the final bid stage. The Proposal Scoring Procedures provide the BIDDERS the opportunity to highlight their qualifications to bid in terms of their resources, skills, operating philosophy and commitments to perform specific tasks and originality.

The IFB proposal evaluation shall be based on such specifications and based on the relative ranking of each BIDDER's qualifications, financial information, fixed management fees and O&M spending budget.

### **1.2 Proposal Scoring Worksheets**

PROPONENTS shall complete the following:

- Qualitative Proposal Scoring.xls.
- Priced Proposal Evaluation.xls

## 2. Qualitative Proposal Scoring

### 2.1 Overview

The qualitative proposal scoring is designed to assess the quality of the BIDDER's resources, skills, comprehensiveness and responses to open-ended topical questions. Each GWA evaluator shall score each BIDDER separately under a point system to determine the acceptability of each Proposal. The majority of the determinations of GWA evaluators shall prevail in the decision to Qualify or not Qualify a BIDDER for Step 2 — Price Proposal.

#### 2.1.1 Qualitative Proposal Scoring Procedure

The instructions for filling out the Qualitative Proposal Scoring Workbook are listed in the **Proposal Instructions** tab in the Workbook. The BIDDER must complete all entries in the **Part 1- Qual Support References** tabs of the Workbook.

GWA may elect to have no less than four (4) evaluators for this IFB.

Each GWA evaluator will score BIDDER responses in the **Part 1- Qual Support References** Worksheet Tab using the following steps in filling out the Part 2 – Qual Eval Scoresheet tab:

- Review each BIDDER's response to each question;
- Assign a relative score to each BIDDER's response to each question;
- Determine each BIDDER's weighted average raw score using pre-specified weights for each question.

The Total Qualitative Score is 700 points.

Each GWA evaluator will analyze the contents of the Proposals and categorize the Proposals as:

- a. Acceptable  $\geq 80\%$
- b.  $80\% >$  potentially acceptable, that is reasonably susceptible of being made acceptable  $\geq 75\%$
- c. unacceptable  $< 75\%$ .

A percent score of less than 75% indicates that a GWA evaluator has determined that the BIDDER has not supplied sufficient evidence of qualifications and should not be allowed to participate in Step 2 – Price Proposal.

This Bid requires the vendor to have sufficient capital to support its cash flow requirements as indicated in Volume II – Technical & Functional Requirements. If the vendor has not provided sufficient information to support their financial status to meet this criteria and majority of the committee evaluating scores for Item #8 – Financial Information Checklist rate this item less than one-half (1/2) of the total possible score, then the vendor’s proposal will be deemed as “not responsible” and the vendor may not proceed to the next step of the bid process, pursuant to the Guam Administrative Rules and Regulations (2 GAR, DIV 4, CHAP 3, § 3116 - Responsibility of Bidders and Offerors)

After each GWA evaluator has completed the evaluation of BIDDERS, GWA shall complete the Table below. The Procurement Officer will enter for each GWA evaluator and BIDDER one and only one of the following in the appropriate table cell below:

- Acceptable
- Potentially Acceptable
- Unacceptable.

If the majority of the GWA evaluators rate the BIDDER as Acceptable , that BIDDER is determined to be Qualified and will be allowed to participate in Step 2– Price Proposal.

The Procurement Officer may initiate Step Two if there are sufficient acceptable Unpriced Technical Proposals to assure effective price competition in the second phase without technical discussions. If the Procurement Officer finds that such is not the case, the Procurement Officer shall issue an amendment to this Invitation for Bid or engage in technical discussions with BIDDERS who are rated by a majority of the GWA evaluators as Acceptable or Potentially Acceptable. During the course of such discussions, the Procurement officer shall not disclose any information derived from one Unpriced Technical Proposal to any other BIDDER. Once discussions are begun, any BIDDER, who has not been notified that its Offer has been finally found acceptable, may submit supplemental information amending its technical Offer at any time. Such submission may be made at the request of the Procurement Officer or upon the BIDDER’s own initiative.

BIDDERS who are rated by the majority of the GWA evaluators as Unacceptable is determined to be Not Qualified and will not be allowed to participate in Step 2– Price Proposal.

The Procurement Officer shall record in writing the basis for finding a Bidder Not Qualified and make it part of the procurement file.

Table 1. Final Evaluation of Bidder Qualification

GWA Evaluator	BIDDER 1	BIDDER 2	BIDDER 3	BIDDER 4	BIDDER 5	BIDDER 6
1						
2						
3						
4						
5						

**3. Step 2 — Priced Proposal: Fixed Management Fee and O&M Spending Budget.**

GWA shall score each Qualified BIDDER's Fixed Management Fees and Proposed O&M Spending Budget by:

- Evaluating the Net Present Value (NPV) to GWA for each BIDDER's proposed Fixed Management Fees and O&M Spending Budget.

GWA will perform its Net Present Value evaluation by entering the BIDDER's proposal for **Fixed Management Fee and O&M Spending Budget as found** in the MS EXCEL workbook **Priced Proposal Evaluation.xls**.

GWA will award the PMC Contract to the BIDDER whose proposal yields the highest positive Net Present Value.