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**NYMTC/NYS  
TIER II MINI-BID EVALUATION PROCESS For  
CONSULTANT PLANNING AGREEMENTS FOR NYMTC (PSA4)**

**TASK ASSIGNMENT MINI-BID REQUEST: #PSA4-##-##**

**PIN: PIN: PTCS.##.###**

**TITLE: \_\_\_\_\_**

Note: All numerical scores for which averages or adjustments are calculated or derived shall be carried out for two decimal places (i.e., 12.34) with the 3<sup>rd</sup> decimal place rounded up or down following standard rounding protocol. The total allowable or possible proposal evaluation score for this solicitation is 100 points.

***I. Weight Distribution Among Technical and Cost Evaluation Factors:***

Mini-bids will be evaluated using the best value method. The technical evaluation will account for **70%** of the total Tier II best value score. Cost mini-bids will be evaluated and scored and account for **30%** of the total tier II best value score. The weights for evaluation of written mini-bids will be sub-divided as follows:

- A. The technical portion of the evaluation process will constitute **70%** (if Technical Interviews are held **60%**) of the total score for a mini-bid.
- B. If Technical Interviews are held (optional) during the technical evaluation process, the weight for the Technical Interview will be **10%** of the total Tier II best value score.
- C. The cost portion of the evaluation process will constitute **30%** of the total Tier II best value score.

***II. Technical Evaluation***

Percentage (70%)

A. General Technical and Management Submittal (Up to 70 Points)

- 1. Experience of Proposed Personnel and Firm (up to 30 points; or up to 26 points if Technical Interviews held):
  - a. Experience of Personnel: Quality, extent and relevance of experience, education and training of key personnel to be assigned to the task. References may be checked by NYMTC to verify attested experience. Quality and applicability of resume information of key staff highlighting the directly relevant experience and qualifications addressing the requested services. Directly relevant experience with the New York metropolitan area and MPO related matters is very important. (up to 20 points; or up to 17 points if Technical Interviews held)
  - b. Experience of Firm: Quality, extent and relevance of current and prior experience of the firm applicable to the requirements specific to the requested task assignment. (up to 10 points; or up to 9 points if Technical Interviews held)

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2. Approach and Scope of Work (up to 25 points; or up to 22 points if Technical Interviews held)
  - a. Approach factor: Quality of approach to provide the requested services. (Up to 15 points; or up to 14 points if Technical Interviews held)
  - b. Scope of Work factor: Quality and relevance of proposed scope of services and ability to meet the project's objectives, deliver deliverables, etc. (Up to 10 points; or up to 8 points if Technical Interviews held)
3. Proposed Resources (Up to 10 points; or up to 8 points if Technical Interviews are held)
  - a. Reasonableness of staff allocations. (Up to 5 points; or up to 4 points if Technical Interviews held)
  - b. Reasonableness of hours proposed. (Up to 5 points; or up to 4 points if Technical Interviews held)
4. Schedule (Up to 5 points; or up to 4 points if Technical Interviews held)  
Proposed Project Schedule – Provide a schedule with tasks and proposed team members.  
Deliverables factor – Provide schedule with deliverables.

**III. Cost Evaluation**                      **Percentage (30%)**

The Part B Cost and Expenses submittal will be evaluated and point scored and will represent 30% of the total Tier II best value score for a mini-bid.

The calculation of a cost score will be determined by comparing the proposed total lump-sum task assignment cost of the responding Firms. The Firm with the lowest total proposed cost will receive the maximum cost score allowable (Up to 30 points). Higher cost proposed mini-bid task assignment total budgets will receive proportionally lower cost scores. All estimates of direct non-salary expenses shall be included in the total lump-sum task cost. NYSDOT/NYMTC reserve the right to ask clarification questions regarding a firm's cost proposal.

A mini-bid which proposes any title-specific rate which exceeds those in the parent PSA4 agreements shall be cause for immediate disqualification (no technical Part A evaluation will be done).

**IV. Part C Technical Interview Evaluation (OPTIONAL)**

NYMTC/NYSDOT do not expect to hold Technical Interviews for this project/task assignment request; however, if it is later decided to hold Technical Interviews, the Part A Technical and Management submittal Tier II best value score will be redistributed so that 60% will be for the written submission(s) and 10% for the technical interview. Technical Interviews will be decided upon based upon the request of the Technical Evaluation Committee and in consultation with NYSDOT Contract Management. Technical Interview evaluation criteria for the task assignment request are listed below in descending order of

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importance:

1. Demonstration of why the proposed personnel's experience and teamwork provides an optimal solution. (Up to 6 points)
2. Ability of team to convince evaluators that the proposed approach, scope and schedule are reasonable and optimal. (Up to 3 points)
3. Consultants' team chemistry and coordination. (Up to 1 point)

***V. Technical Proposal Re-Scoring (Optional)***

Scoring of written technical proposals shall remain open until after conclusion of evaluating and scoring the Technical Interviews. Should the TEC opt to conduct Technical Interviews, the members of the TEC shall be given the opportunity to revise (re-score) their earlier technical scores/findings (after group discussion) based upon the additional clarification information garnered from the Technical Interviews. TEC members shall revisit their original hardcopy scoresheets and should any after-Technical Interview changes be in order, may revise their after-group discussion, written technical proposal scores as a result of further group discussions. Reasons for any and all score changes shall be recorded on the applicable TEC member's hardcopy scoresheet as well as in Contract Management's electronic composite scoresheet. Once the re-scoring of written technical proposals has concluded, TEC members shall sign/date and surrender their scoresheets to NYMTC Contract Liaison/NYS DOT Contract Management

***V. Final Tier II Best Value Evaluation***

After evaluation of all technical information submitted by (i.e. initial mini-bids, any written clarifications), NYMTC and NYSDOT will perfect (curve) the technical scores so that the highest-rated technical mini-bid receives a perfect score of **70** points (for this solicitation) with the other technical scores adjusted proportionately downward (lower scores). Should there be technical interviews, NYMTC and NYSDOT will perfect (curve) the technical scores so that the highest-rated technical mini-bid receives a perfect score of 60 points with the other technical scores adjusted proportionately downward (lower scores) and perfect the technical interview score results so that the highest-rated technical interview receives a perfect score of 10 points with the other technical interview scores adjusted proportionately downward (lower scores). Further, the perfected mini-bid scores shall be added to the perfected technical interview scores to generate the final overall mini-bid technical score. Cost mini-bids (Part B) shall be evaluated and the lowest cost mini-bid shall receive the full **30** points allowable, and all other mini-bids shall have their Part B scores adjusted downward accordingly. Cost scoring results will be added to the perfected technical scoring to generate the final Tier II best value composite score.

A final Best Value results shall be produced for all firms participating in this mini-bid request via the summation of the final technical mini-bid Part A score with the corresponding

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final mini-bid cost score. (Should technical interviews be opted for, the final technical mini-bid Part A score will be the sum of the written mini-bid technical score and the technical interview score.)

However, if, once the final Tier II best value scores have been derived, the final scores of one or more mini-bids are within or equal to one-and-one-half points of the final score the top-rated mini-bid, then according to State Finance Law Section 163 (10) (a), these mini-bids shall be defined as being “substantially equivalent” and the following additional Mini-Bid Evaluation Process steps shall apply

- A. From those mini-bids defined as “substantially-equivalent”, if their perfected Technical Scores are within or equal to one-and-one-half points, AND their perfected cost scores are equal to or within one-and-one-half points, then NYSDOT Executive Management will decide which mini-bid offered the state the best value and shall be designated for task assignment award.
- B. In all other situations, from those mini-bids defined as “substantially-equivalent”, the mini-bid with the lowest proposed total cost shall be recommended for task assignment award.

***VI. Mini-Bid Evaluation Result, Consultant Recommendation and Task Assignment Award***

Based on the combined final technical and cost scores, a summary narrative/memo documenting the mini-bid evaluation process shall be produced. The memo will include the final technical evaluation results and cost scoring results (plus document any clarification questions and responses). The memo will recommend selection of the top-rated PSA4 Tier II Consultant to NYMTC’s Executive Director, based on the sum of the perfected technical and cost evaluation scores. The Executive Director of NYMTC will recommend the task assignment award to the N.Y.S Department of Transportation. The appropriate NYSDOT Executive Manager will designate the top-rated Consultant for PSA4 task assignment award based upon the above results and recommendations. A Recommendation Memo documenting the procurement and the mini-bid evaluation process shall be prepared and approved by NYMTC and NYSDOT. If an agreement cannot be negotiated with the selected Consultant, then NYMTC/NYSDOT shall negotiate an agreement with the Consultant team with the second highest Tier II best value scores under this PSA4 task assignment request.

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NOTE: NYSDOT reserves the right to submit its own task assignment mini-bid evaluation process document for PSA4 task assignment requests issued by NYSDOT