EVALUATION PROCESS AND CRITERIA

Prescreening Proposals: Proposals received on time will be prescreened for completeness and adherence to all proposal submission requirements. Late submissions shall be kept yet not included in the proposal evaluation process (ie, dismissed).

Once logged in, proposals shall be pre-screened to determine if they meet the minimum RFP responsiveness requirements and checked for completeness. Proposals which meet minimum RFP responsiveness requirements shall be considered further; proposals which do not meet minimum RFP responsiveness requirements may be deemed non-responsive. Proposals deemed to be non-responsive shall be removed from further consideration, and the applicable firm(s) notified. Firms submitting an incomplete response may be contacted shortly after proposal opening in an effort to make your proposal complete. Early submission of proposals is encouraged.

MWBE Review: Your proposed MWBE subconsultant participation percentages offered will be carefully reviewed (Attachment 4, MWBE Participation Information). To count towards NYSDOT’s MWBE participation goals, each offered MWBE firm must be currently listed in the New York Empire State Development’s on-line directory (http://www.esd.ny.gov/MWBE.html). If the proposed MWBE participation is less than the 30% goal established for C031382 then the firm’s evidence of a Good Faith Effort (Attachment 5, MWBE Participation Solicitation Log) to achieve the goals will be reviewed, along with the firm’s letter of explanation (MWBE Goal Attainment Explanation Letter) as to why it was unable to meet the goal. During the review process - which will include examination of the adequacy and the robustness of a firm’s Good Faith Effort evidence - if it is determined by NYSDOT that the firm did not provide an acceptable Good Faith Effort, the proposal may be deemed non-responsive and may be removed from further consideration. NYSDOT reserves the right to ask clarification questions on a firm’s MWBE proposal. Pending MWBEs (at the time of proposal submission) are not allowed.

Technical and Management Proposal Evaluation

Other than responses made to requests by NYSDOT for clarification of such contents, no consultant will be permitted to alter its proposal after the final filing date and time. Technical proposals shall be evaluated based on their merits and degree of responsiveness to the RFP’s requirements using the following evaluation criteria:

1. Firm and Key Personnel Experience
2. Airport Operations and Management Approach
3. Airport Operations and Management Scope of Services
4. Real Estate and Business Development Approach
5. Technical Interview

March 23, 2015
Offered experience may be verified by contacting references provided by proposers. Evaluators may revise findings and scores based on consideration of reference checks and insights gained from the interview.

**Technical Interview Evaluation**

Contractors submitting the top three initial best value scoring proposals shall be required to attend a technical interview. After initial technical proposal evaluation, initial cost/revenue-sharing scores shall be combined with initial average raw technical scores to generate an initial best value score, which is used to determine which proposals appear to provide the State with the best value. Should a very low scoring firm be in the top three tier, that firm will be canvassed to see if it desires to remain in the proposal evaluation process. Evaluation scores after initial technical proposal review shall remain open and are subject to change as a result of completing technical interviews (with a floating top three determination). The key staff members identified in the consultant’s proposal must attend the interview. Contractors shall not change their proposal during the technical interview but responses to requested clarifications are permitted.

**Cost/Revenue Sharing Proposal Evaluation**

Cost/Revenue-Sharing proposals will be evaluated for reasonableness, for presenting the lowest cost to the State for the initial 10-year period and for presenting the highest revenue-sharing (percentage) for the additional 30 years of the term. Cost to the State shall be based on operating labor rates (salary rates, overhead rates and fees per Attachment 3). Clarification questions may be asked. Cost proposals shall be evaluated and point scored and will account for 40 percent of the total best value score (of 100 points). The firm’s revenue-sharing proposal will be evaluated for reasonableness and feasibility, and overall cost attractiveness to the State. The proposal must show an understanding of airport business development practices and provide a sound plan for maximizing revenues at the airport – based, for example, on maximizing operational efficiencies, reducing costs, effective management of current leases, successful marketing of currently available parcels, etc. – to allow the firm to transition from a cost-sharing model to a revenue-sharing model. Firms are encouraged to offer innovative, yet feasible, plans for achieving this goal. While efficiencies are encouraged, firms’ proposals must show how airport operations and infrastructure will be maintained in order to provide operations which meet NYSDOT goals, FAA and any other applicable federal, state, and local regulations.

Should a firm offer varying revenue-sharing proposals, each one will be evaluated based on its own relative merits. Should a firm opt for this feature, please ensure that the operations plan fully coincides with each proposed revenue-sharing plan. The State will consider all approaches and select the one offering the State the best value. NYSDOT understands the degree on uncertainty regarding long-term plans and projections, yet for fair and equitable proposal evaluation to occur, the basis for revenue sharing must be comparable among firms competing for contract award.
Best and Final Offer (Optional) and Proposal Withdrawal/Dismissal

NYSDOT reserves the right to request best and final offers from firms that offer the highest best value to the State. Best and final offers may be requested after Best Value scores are calculated for firms susceptible for contract award. Should NYSDOT opt to request best and final offers, it reserves the right to re-score technical and cost/revenue-sharing proposals while considering any best and final offer information. Further, NYSDOT reserves the right to re-score technical and cost/revenue-sharing proposals should a firm either withdraw from this solicitation or be deemed non-responsive after initial evaluation and scoring.

Consultant Selection Recommendation

Each consultant’s final Best Value score will be calculated by adding its total perfected technical score (written and interview) and its perfected cost/revenue-sharing score. NYSDOT will then rank contractors in descending order of final Best Value score. The designation will be publicly announced on NYSDOT’s website. A tentative contract award shall be made to the consultant whose proposal receives the highest total final Best Value score after considering all technical and cost/revenue-sharing evaluation factors. In the event two or more proposals are found to be “substantially equivalent”, NYSDOT reserves the right to award the contract under the terms of State Finance Law Section 163 (10)(a). Information Items for the selected Consultant is located in Attachment 12.

The resulting contract is subject to approval by NYSDOT, the Attorney General and the Office of the State Comptroller and is not binding until all such approvals are received.

At the conclusion of the proposal evaluation process, an announcement of NYSDOT’s designation(s) will be posted to the ‘Consulting Services’ listing on the NYSDOT’s Web site via: https://www.dot.ny.gov/business. All contractors will be notified in writing regarding the results from the solicitation, pending completion of the evaluation process. All non-designated firms will be offered an opportunity to be given a debriefing.

It is expressly understood that this Request for Proposals does not commit NYSDOT to award a contract, pay any costs incurred in the preparation of a proposal to this request, or to procure or contract services or supplies. Further, NYSDOT shall have no obligation or liability whatsoever to the vendor selected as a result of this solicitation unless and until a contract satisfactory to NYSDOT is approved and executed by the vendor and all necessary State officials.

NYSDOT Protest Procedure

The New York State Department of Transportation (NYSDOT) has established a protest procedure to be utilized when an interested party challenges a Non-Engineering consultant designation by NYSDOT. The protest procedure addresses USDOT’s DBE Administrative Reconsideration per 49 CFR Part 26.53(d). The complete procedure can be accessed via: https://www.dot.ny.gov/main/business-center/consultants/consultants-repository/misrep_protest.pdf.