

Request for Qualifications (RFQ)
for
Humboldt Transit Authority's

Hydrogen Refueling Station Project 23-01

FOR DESIGN-BUILD ENTITIES TO DESIGN AND
BUILD A HYDROGEN REFUELING STATION

Statement of Qualifications (SOQ) Scoring Matrix

Step 1: Assessing a Respondent’s Qualifications Package

A Respondent’s Qualifications Package will be assessed for responsiveness as described in Section 5 of the RFQ.

Step 2: Assessing Minimum Qualifications

A Respondent’s Qualifications Package will be assessed based on answers to PART IV: MINIMUM REQUIREMENTS FOR QUALIFICATION in the required Statement of Qualifications (Appendix A). Scoring of PART IV: MINIMUM REQUIREMENTS FOR QUALIFICATION will be scored as described below.

A. SCORED QUESTIONS FOR THE DB ENTITY

An answer of “No” to any of Questions 1 – 8 will disqualify the Respondent’s Qualifications Package.

An answer of “Yes” to any of Questions 9 – 15 will disqualify the Respondent’s Qualifications Package.

B. SCORED QUESTIONS FOR THE PRINCIPAL ENGINEERING FIRM

The maximum possible score is 80. A minimum score of 60 must be attained or the Principal Engineering Firm will be disqualified, which in turn will disqualify the Respondent’s Qualifications Package.

Note: Failure to provide an explanation for a “yes” answer to Questions B.4, B.5, and B.6 may result in immediate DB Entity disqualification.

Question #	Quantity	Yes	No	Notes
B.1	10 yrs + = 10 pts 8 to 9 yrs = 6 pts 6 to 7 yrs = 3 pts 5 yrs or less = 0 pts	N/A	N/A	
B.2	N/A	0 pts	10 pts	
B.3	N/A	0 pts	10 pts	
B.4	5 pts for 0 instances 3 pts for 1-3 instances 0 pts for >3 instances	N/A	N/A	May be disqualified if no explanation for >0 instances
B.5	5 pts for 0 instances 3 pts for 1-2 instances 0 pts for >2 instances	N/A	N/A	May be disqualified if no explanation for >0 instances
B.6	5 pts for 0 – 1 instances 3 pts for 2 instances 0 pts for >2 instances	N/A	N/A	May be disqualified if no explanation for >0 instances
B.7	N/A	0 pts	5 pts	
B.8	5 pts for 0 instances 0 pts for >0 instances	N/A	N/A	
B.9	N/A	-5	5	
B.10	N/A	-10	5	
B.11	N/A	-10	5	
B.12	N/A	0	10	

C. SCORED QUESTIONS FOR THE GENERAL CONTRACTOR

The maximum possible score is 150. A minimum score of 112 must be attained or the General Contractor will be disqualified, which in turn will disqualify the Respondent’s Qualifications Package.

Note: Failure to provide an explanation for a “yes” answer to Questions C.2 through C.14 may result in immediate DB Entity disqualification.

Question #	Quantity	Yes	No	Notes
C.1	10 yrs + = 10 pts 8 to 9 yrs = 6 pts 6 to 7 yrs = 3 pts 5 yrs or less = 0 pts	N/A	N/A	
C.2	N/A	0 pts	10 pts	May be disqualified if no explanation is provided for a “yes” answer to any of questions C.2 through C.14
C.3	N/A	0 pts	10 pts	
C.4	N/A	0 pts	20 pts	
C.5	N/A	0 pts	5 pts	
C.6	N/A	0 pts	10 pts	
C.7	N/A	0 pts	5 pts	
C.8	5 pts for 0 – 1 instances 3 pts for 2 instances 0 pts for >2 instances	N/A	N/A	
C.9	N/A	0 pts	5 pts	
C.10	N/A	0 pts	5 pts	
C.11	N/A	0 pts	10 pts	
C.12	N/A	-5 pts	5 pts	
C.13	N/A	-10 pts	5 pts	
C.14	N/A	-10 pts	5 pts	
C.15	5 pts for 0 – 1 instances 3 pts for 2 instances 0 pts for >2 instances	N/A	N/A	
C.16	5 pts for 0 – 1 instances 3 pts for 2 instances 0 pts for >2 instances	N/A	N/A	
C.17	5 pts for 0 – 1 instances 3 pts for 2 instances 0 pts for >2 instances	N/A	N/A	
C.18	10 pts for at least once a week 5 pts for every two weeks 0 pts for less than every two weeks	N/A	N/A	
C.19	5 pts for 0 instances 0 pts for >0 instances	N/A	N/A	
C.20	5 pts for 0 instances 0 pts for >0 instances	N/A	N/A	
C.21	N/A	N/A	N/A	
C.22	5 pts for 0 – 1 instances 3 pts for 3 instances 0 pts for >3 instances	N/A	N/A	

Step 3: Scoring of Full Statement of Qualifications

All SOQs will first be reviewed for their responsiveness, including timely receipt of the package and inclusion of all required forms. Any SOQ that is incomplete in any material respect may be deemed non-responsive and may be rejected in its entirety. HTA reserves the right to waive informalities or request additional information.

Only those DB Entities that pass the minimum requirements described for PARTs I, II, III, and IV in the Statement of Qualifications (SOQ) will be further evaluated based on the full Respondent’s Qualifications Package, including all PARTs I through VII of the SOQ. The DB Entity will be evaluated within the context and weighting of the following categories:

- DB Entity and DB Team Experience: 40 pts
- Key Personnel Experience: 40 pts
- Financial Capability: 20 pts

Respondent’s Qualifications Packages will be ranked. The **top ten** scoring Qualifications Packages will be added to the Qualified Bidders List.

Scores from this RFQ process may be applied to proposal scores during the upcoming RFP evaluation process. The RFP will provide additional details.

DB Entity and Other DB Team Experience Evaluation

The DB Entity’s and DB Team’s experience will be evaluated using the following criteria. The maximum possible score is 40.

Criteria	Total Possible Points
Operational history of a hydrogen refueling station designed and/or constructed by DB Entity or DB Team members	10
Demonstrated experience with design and design management of projects similar in size and type to this PROJECT	5
Demonstrated experience with construction and construction management of projects similar in size and type to this PROJECT	5
Prior working relationships of the DB Team	5
Demonstrated experience applying innovative solutions, creative technologies, and efficient systems for similar projects	5
Development and implementation of successful design and construction quality management plans	5
Effective management of subcontractors	4
Experience with alternative delivery projects (DB, CMAR, Progressive DB, and Design Assist)	1

Key Personnel Experience Evaluation

The proposed Key Personnel will be evaluated using the following criteria. The maximum possible score is 40.

Criteria	Total Possible Points
Key Personnel design and design management experience and past performance on projects of similar size and type that are comparable to this PROJECT	10
Key Personnel construction and construction management experience and past performance on projects of similar size and type that are comparable to this PROJECT	10
Geographic proximity of the management office to the PROJECT site	5
Prior working relationships of the proposed individuals (i.e., the past projects on which DB Entity's proposed individuals have worked together or with others)	3
Key Personnel previous plant startup, commissioning, and owner staff training	3
Key Personnel's safety record	3
Key Personnel's alternative delivery experience (DB, CMAR, Progressive DB, and Design Assist)	2
Project Manager's experience with managing multidisciplinary teams on complex projects	2
Successful implementation of design and construction quality control management plans	2

Financial Capability Evaluation:

The DB Entity's financial capability will be evaluated based on the financial statements using the following criteria. The maximum possible score is 20.

Criteria	Total Possible Points
Profitability and growth	5
Solvency	5
Financial efficiency	5
Market strength	3
Bond, credit, and other ratings	2