

# Pre-Submittal Conference

Design-Build-Finance for  
Student Housing Project



Kansas City Kansas  
Community College

# Agenda

- **Welcome and Purpose**
- **Scope of Work**
- **Submittal Forms**
- **Tips for Preparing a Competitive Submittal**

# Welcome and Purpose

# Welcome & Purpose

- You have a Fair Chance to Win.
  - The goal of this process is to put all Proposers on equal ground.
  - Each response will be reviewed on its merits (not on marketing ability)
- These videos are to help you develop a Great Response
  - Great Response → Better Evaluation Score → Better Chance to Win
- Evaluation Score is based on...  
Experience + 10pg Project Plan + Financials + Interview

This presentation is being provided for educational  
purposes only

Please refer to the RFQP for specific instructions

If there are any inconsistencies, the RFQP and  
Addenda shall take precedence over this  
presentation

# Scope of Work

# Scope of Work



## **SCOPE OF WORK**

### **Kansas City Kansas Community College Student Housing Project**

The Scope of Work (SOW) is organized into seven (7) sections:

1. Scope Summary
2. Current Conditions
3. Future State Requirements
4. Schedule Requirements
5. Financial Requirements
6. Exclusions and Assumptions
7. Attachments



# Scope of Work – Core Objective

- **Provide the best student housing facility for our students:**
  - **High quality facility to meet the long-term needs of our students.**
  - **Lowest possible cost to ensure affordability for our students.**



# Scope of Work

- This is the best expression of what the College believes is needed.
- Interested in hearing Proposer expertise in the Submittal Forms.
  - There are forms to recommend alternates to this SOW.
- Important for the procurement to be fair, open, transparent, and “apples-to-apples”

# Scope of Work – Budget Constraint

## Section 5.2 Budget Model

- Parameters of our Budget Model are provided.
  - Based on parameters, the maximum available funds for Annual Lease Obligation is \$1.150M
- This is truly our absolute maximum budget.
- Goal is to leverage the best value for our students (below budget). Affordable individual cost for students is a very real constraint.

# Scope of Work –

## Section 5.3 Other Financial Considerations

- KCKCC will guarantee annual minimum lease payments to the selected Proposer.
- KCKCC will be responsible for revenue and collection risk.
  - KCKCC will be responsible for all billing and collection of student housing rents/fees.
- KCKCC is responsible for basic operations costs (custodial, utilities, minor maintenance), all programming, FF&E replacement.

# Scope of Work – Schedule Requirements

- The primary schedule constraint is the desire for the new facility to be ready for students by August 2022.

# Submittal Forms

# Submittal Forms

- MS Word Document is Posted
- Please use these forms.
- Additional materials will not be considered

## Submittal Forms

Submittal Form A	– Proposer Information
Submittal Form B	– Project Organization Chart
Submittal Form C-1	– Experience (Partner Companies)
Submittal Form C-2	– Experience (Critical Project Team Members)
Submittal Form D-1	– Approach & Methodology (Design & Construction)
Submittal Form D-2	– Approach & Methodology (Financial Model)
Submittal Form E	– Concerns, Risks, Intuitions, Suspicions, Problems
Submittal Form F	– Scope Alternatives
Submittal Form G	– Assumptions
Submittal Form H-1	– Financial Proposal (Option 1 = 30 Year Term)
Submittal Form H-2	– Financial Proposal (Option 2 = Term Recommended by Proposer)
Submittal Form H-3	– Financial Proposal (Option 3 = Proposer Created Solution)

# Critical!

- All Financial Proposals (Submittal Form H-1 and H-2) must be based on Section 2 – Scope of Work.
- Any recommended alternatives or changes to the SOW belong in Submittal Form F – Scope Alternatives.
- Submittal Form H-3 is a total “blank slate” to describe your recommendation to optimize the project.

# Procurement Assistance from Simplar

- Group of **researchers and educators**
- Integrated with **all parties** (owners & proposers)
- Developed tools to **enhance**:
  - Organizational Efficiency
  - Accountability
  - Organizational Transformation
  - Procurement & Sourcing
  - Project & Risk Management
  - Performance Measurements





# Procurement Assistance from Simplar

Support a Procurement Process that is:

- Fair
- Open
- Transparent

Position the College as a **Client of Choice**.





U.S. General Services Administration (GSA)	US Air Force Logistics Command	Harvard University
US Army Medical Command	US Coast Guard	Denver Health & Hospital Authority
Arizona State University	US Embassy (Botswana)	State of Missouri
Canon	US Army Corps of Engineers	State of Washington
State of Oklahoma	Federal Aviation Administration	Idaho Transportation Department
City of Phoenix, AZ	IBM	State of Georgia
University of Minnesota	Brunsfield	Arizona State Parks
State of Alaska	Qwest	United Excel
Rijkswaterstaat (Dutch public works & water management)	Honeywell	East Valley Institute of Technology
Aramark	City of Peoria, AZ	Arizona Public Service (APS)
State of Oregon	University of Idaho	Rochester School District
State of Idaho	University of Hawaii	Fann Environmental
University of Alberta	University of New Mexico	Idaho State University
Boise State University	Entergy	On Semiconductor
United Airlines	Sodexo	Pearson
Neogard / Jones-Blair	Chartwells	State of Wyoming
Tremco	Dallas Independent School Dist.	Idaho Department of Corrections
Bank of Botswana	Olmstead County, MN	City of Miami Beach, FL
General Dynamics C4 Systems	City of Roseville, MN	Lewis & Clark State College
Salt River Project (SRP)	Hennepin County, MN	Hawaii Department of Transportation
	Scenter	Baptist Health
	Abengoa Solar	City of Columbia, SC
	City of Sitka, Alaska	PECO Energy
	US Solar	Intermediate District 287
	Rochester Public Utilities	

## PROJECT PARTNERS AND PARTICIPANTS:

PARTNERS



# Submittal Forms

- MS Word Document is Posted
- Please use these forms.
- Additional materials will not be considered

## Submittal Forms

Submittal Form A	– Proposer Information
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Submittal Form H-3	– Financial Proposal (Option 3 = Proposer Created Solution)

# Evaluation Criteria and Weights

Submittal Form	Evaluation Criteria	Evaluation Weight
A	Proposer Information	Pass / Fail
B	Project Organization Chart	Pass / Fail
C	Experience	10
D	Approach & Methodology	15
E	Concerns, Risks, Intuitions, Suspensions, Problems	10
F	Scope Alternatives	10
G	Assumptions	Pass / Fail
H	Financial Proposal	15
--	Interviews	30
--	Presentation & Interview for Financial Model	10
Total Points:		100



# Evaluation Criteria and Weights

Submittal Form	Evaluation Criteria	These Determine the Short-List! See separate videos for detailed examples.	Evaluation Weight
A	Proposer Information		Pass / Fail
B	Project Organization Chart		Pass / Fail
C	Experience		10
D	Approach & Methodology		15
E	Concerns, Risks, Intuitions, Suspensions, Problems		10
F	Scope Alternatives		10
G	Assumptions		Pass / Fail
H	Financial Proposal		15
--	Interviews		30
--	Presentation & Interview for Financial Model		10
Total Points:			100

**These Determine the Short-List!**  
**See separate videos for detailed examples.**

# Format Requirements

Submittal Form	Evaluation Criteria	Anonymous	Page Limits
A	Proposer Information	No	Use Form
B	Project Organization Chart	No	1 page
C-1	Experience (Partner Companies)	No	10 pages
C-2	Experience (Critical Project Team Members)	No	2pg each
D-1	Approach & Methodology (Design & Construction)	<b>YES</b>	2 pages +1pg schedule
D-2	Approach & Methodology (Financial)	No	3 pages
E	Concerns, Risks, Intuitions, Suspensions, Problems	<b>YES</b>	2 pages
F	Scope Alternatives	<b>YES</b>	2 pages
G	Assumptions	No	None
H-1	Financial Proposal (Option 1 = 30 Year Term)	No	Use Form
H-2	Financial Proposal (Option 2 = Term Recommended by Proposer)	No	Use Form
H-3	Financial Proposal (Option 3 = Proposer Created Solution)	No	3 pages

# Submittal Form A – Proposer Information

- Please use the Form

SUBMITTAL FORM A	
Proposer Information	
Project Name: <b>Design-Build-Finance for Student Housing Project</b>	
<b>Proposer Information (Prime)</b> Company that will hold the Prime relationship with the College.	
Prime Proposer Legal Name: _____	
Number of Years in Business: _____	
<b>Contact Information for Lead Executive / Principal In-Charge</b> Individual that will serve as the Escalation Point and is the Lead Executive / Principal In-Charge responsible for project execution at the company level with ultimate authority to represent and make legally binding commitments on behalf of the partner companies.	
Name _____	
Title _____	
Email _____	
Telephone _____	
<b>Contact Information for Lead Submittal Manager</b> Individual that can be contacted for clarification on this submittal:	
Name _____	
Title _____	
Email _____	
Phone _____	
<b>Partner Companies</b> The Proposer is responsible for identifying the partner companies of their Design-Build-Finance team. Rows marked by "As Applicable / As Determined" are optional and may be adjusted based at the Proposer's discretion.	
<b>Partner Companies</b>	<b>Firm or Firms</b>
Developer / Financial Company (Firm)	
Architect (Firm)	
General Contractor (Firm)	
Design/Engineering Subconsultants (Firm or Firms) <i>As Applicable / As Determined</i>	
Construction Sub Trades (Firm or Firms) <i>As Applicable / As Determined</i>	
Others (Firm of Firms) <i>As Applicable / As Determined</i>	

Information listed below. You may list the same individual for multiple roles if they

	Name & Title	Firm
l)		
l)		
al)		
d		
l)		

as the day-to-day project lead responsible for management and single point of contact. Responsible for the overall success of the project and construction. Not the Lead Executive (unless will dedicate day-to-day construction-level efforts). Does not serve as an Escalation Point.

**Lead:** day-to-day lead from the Developer. Responsible to oversee the strategy, including but not limited to the responsibility to prove feasibility, financial terms, identify financing sources, and work with the College and define the best legal structure for ownership under Public Private

day-to-day lead from the Architect. Responsible to coordinate and lead project, including oversight of engineering consultants. Intimately involved in programming, schematic design, design development and construction administration for production of technical documents throughout the design and construction through construction administration. Not a Principal of the firm (day time as the lead Project Architect)

**Construction Lead:** day-to-day lead from the General Contractor during project from the onset of design through the warranty phase. Active roles to provide pre-construction expertise.

key personnel (individuals) to this Contract. **These individuals will remain on the project.** The Proposer shall guarantee that these individuals These individuals **cannot** be removed or replaced from the Contract and approved by the College (with the exception of uncontrollable illness/death, or resignation).

incorporated the requirements of such addendum may subject the Proposer to legal action and date to confirm that you have

Number	Initial & Date

obligate the Proposer.

# Submittal Form A – Proposer Information

- Please use the Form

SUBMITTAL FORM A	
Proposer Information	
Project Name: <b>Design-Build-Finance for Student Housing Project</b>	
<b>Proposer Information (Prime)</b> Company that will hold the Prime relationship with the College.	
Prime Proposer Legal Name:	_____
Number of Years in Business:	_____
<b>Contact Information for Lead Executive / Principal In-Charge</b> Individual that will serve as the Escalation Point and is the Lead Executive / Principal In-Charge responsible for project execution at the company level with ultimate authority to represent and make legally binding commitments on behalf of the partner companies.	
Name	_____
Title	_____
Email	_____
Telephone	_____
<b>Contact Information for Lead Submittal Manager</b> Individual that can be contacted for clarification on this submittal:	
Name	_____
Title	_____
Email	_____
Phone	_____



# Submittal Form A – Proposer Information

- Please use the Form

- List the Partner Companies

## Partner Companies

The Proposer is responsible for identifying the partner companies of their Design-Build-Finance team. Rows marked by "As Applicable / As Determined" are optional and may be adjusted based at the Proposer's discretion.

Partner Companies	Firm or Firms
Developer / Financial Company (Firm)	
Architect (Firm)	
General Contractor (Firm)	
Design/Engineering Subconsultants (Firm or Firms) <i>As Applicable / As Determined</i>	
Construction Sub Trades (Firm or Firms) <i>As Applicable / As Determined</i>	
Others (Firm or Firms) <i>As Applicable / As Determined</i>	

# Submittal Form A – Proposer Information

- Please use the Form

- List the Critical Project Team Members

## Critical Project Team Member Information

Please identify the critical team members listed below. You may list the same individual for multiple roles if they will be performing those roles.

Role	Name & Title	Firm
Project Manager (Individual)		
Developer's Financial Lead (Individual)		
Architect's Design Lead (Individual)		
Contractor's Pre-Construction Lead (Individual)		

The Proposer is responsible for assigning key personnel (individuals) to this Contract. ***These individuals will be specifically dedicated to the execution of the project.*** The Proposer shall guarantee that these individuals will stay in these roles during the project. These individuals **cannot** be removed or replaced from the Contract during this time period, unless requested and approved by the College (with the exception of uncontrollable events such as: retirement, injury/sickness/death, or resignation).

# Submittal Form A – Proposer Information

- Please use the Form

- Titles may not be exact.
- Intent: day-to-day project involvement, not sales/exec

Definitions of these roles are:

- **Project Manager:** serves as the day-to-day project lead responsible for management and execution. Serves as the single point of contact. Responsible for the overall success of the project including finance, design, and construction. Not the Lead Executive (unless will dedicate day-to-day time as the lead of execution-level efforts). Does not serve as an Escalation Point.
- **Developer's Financial Lead:** day-to-day lead from the Developer. Responsible to oversee the investment and financing strategy, including but not limited to the responsibility to prove feasibility, identify the preferred financial terms, identify financing sources, and work with the College and legal counsels to determine the best legal structure for ownership under Public Private Partnership guidelines.
- **Architect's Design Lead:** day-to-day lead from the Architect. Responsible to coordinate and lead design efforts for the project, including oversight of engineering consultants. Intimately involved with the project through programming, schematic design, design development and construction document phases. Responsible for production of technical documents throughout the design process and communication through construction administration. Not a Principal of the firm (unless will dedicate day-to-day time as the lead Project Architect)
- **Contractor's Pre-Construction Lead:** day-to-day lead from the General Contractor during design. Involved with the project from the onset of design through the warranty phase. Active participant in the design phases to provide pre-construction expertise.

# Submittal Form B – Project Organization Chart

- 1pg max

- Show contractual and managerial relationships between Partner Companies.
- Show the 4 Critical Project Team Members from Submittal Form A.
- Include other Key Individuals as applicable

**SUBMITTAL FORM B**  
**Project Organization Chart**

*Instructions: Refer to Section 3.2 for format requirements. Proposers must provide an organization chart that shows contractual and managerial relationships between Partner Companies, Critical Project Team Members, and other key individuals. 1 page max.*

# Submittal Form C-1 – Experience (Partner Companies)

- 10pg max

- **All Partner Companies can be included to show:**

- Similar Projects
- Outcomes & Successes

## SUBMITTAL FORM C-1

### Experience (Partner Companies)

*Instructions: Refer to Section 3.2 for format requirements. Proposers are allowed to use graphics, images, etc. to demonstrate their experience. Submittal Form C-1 is NOT required to be anonymous. The only requirement is a 10 page maximum limit.*

# Submittal Form C-2 – Experience (Critical Project Team Members)

- 2pg each x 4 Members

- Brief narrative of project roles & responsibilities.
- Anticipated time dedicated to project.
- Brief resume.

SUBMITTAL FORM C-2	
Experience (Critical Project Team Members)	
<i><b>Instructions:</b> Refer to Section 3.2 for format requirements. Proposers are asked to provide a brief resume and description of roles &amp; responsibilities for each Critical Project Team Member identified in Submittal Form A. Submittal Form C-2 is NOT required to be anonymous. The only requirement is a 2 page maximum limit for each Critical Project Team Member.</i>	
Insert Critical Project Team Member Role	Insert Individual's Name
Anticipated Time Allocation to the Project	Insert Description
<b>Brief Narrative of Roles and Responsibilities:</b> Insert (add space as needed)	
<b>Resume</b> Insert (add space as needed)	



# Submittals D-1, D-2, E, F

**35% of Total Evaluation. 59% of Shortlist Evaluation.**

## **Approach & Methodology (Design & Construction)**

**Overall approach to deliver the SOW**

activities, phases, quality, sequencing, deliverables

2pg max.  
+1pg schedule

***Anonymous***

## **Approach & Methodology (Financial Model)**

**Structure of proposed Financial Model**

describe main components & why model is beneficial

3pg max.

***Non-Blind***

## **Concerns, Risks, Intuitions, Suspensions, Problems**

**Potential Impacts & Complexities**

proposed solution(s)  
potential impact(s)

2pg max.

***Anonymous***

## **Scope Alternatives**

**Innovative Ideas & Unique Qualifications**

scope, budget, schedule, unique differentiators

2pg max.

***Anonymous***

# Submittal Form D-1 – Approach & Methodology (Design & Construction)

- 2pg max + 1pg design/con schedule
- MUST BE anonymous
- Open Template

• Overall approach, main activities, major SOW considerations, etc.

**SUBMITTAL FORM D-1**

**Approach & Methodology** (Design & Construction)

*Instructions: Refer to Section 3.2 for format requirements. This Submittal Form must be anonymous and can NOT contain any names that can be used to identify the Proposer, must NOT identify the Financial Proposal, and must NOT exceed the maximum 2 page limit + 1 page schedule.*



# Submittal Form D-2 – Approach & Methodology (Financial Model)

- 3pg max
- NOT required to be anonymous
- Open Template

• Describe the recommended financial model(s) for Submittal Forms H-1 & H-2, including major elements & variables, known quantities, and explain how the approach is beneficial for the College

**SUBMITTAL FORM D-2**

**Approach & Methodology (Financial Model)**

*Instructions: Refer to Section 3.2 for format requirements.  
Please describe the Financial Model(s) that correspond with Submittal Forms H-1 and H-2.  
This Submittal Form is NOT anonymous and must NOT exceed the maximum 3 page limit.*

# Submittal Form E – Concerns, Risks, Intuitions, Suspicions, Problems

- 2pg max
- MUST BE anonymous
- Please use the template
  - Copy/paste to include as many (or as few) individual CRISPs within the page limit
- Most challenging aspects that will be encountered + your team's recommended solution(s)

SUBMITTAL FORM E	
CONCERNS, RISKS, INTUITIONS, SUSPICIONS, PROBLEMS	
<i>Instructions: Refer to Section 3.2 for format requirements. This Submittal Form must be anonymous and can NOT contain any names that can be used to identify the Proposer, must NOT identify the Financial Proposal, and must NOT exceed the maximum 2 page limit</i>	
CRISP 1:	
Description:	
Strategy:	
CRISP 2:	
Description:	
Strategy:	
CRISP 3:	
Description:	
Strategy:	

# Submittal Form F – Scope Alternatives

- 2pg max
- **MUST BE anonymous**
- Please use the template
  - Copy/paste to include as many (or as few) individual Innovative Ideas within the page limit
- **Scope Alternatives, including opportunities, innovative ideas, and offerings that are above-and-beyond the SOW.**

**SUBMITTAL FORM F**  
**Scope Alternatives**

*SPECIAL REQUIREMENTS: This Submittal Form must be anonymous and can NOT contain any names that can be used to identify the Proposer, must NOT identify the cost/fee, and must NOT exceed the maximum page limit (see RFP Section 3.4).*

Idea 1: \_\_\_\_\_  
Benefits: \_\_\_\_\_  
Cost Impact: \_\_\_\_\_ Schedule Impact: \_\_\_\_\_

Idea 2: \_\_\_\_\_  
Benefits: \_\_\_\_\_  
Cost Impact: \_\_\_\_\_ Schedule Impact: \_\_\_\_\_

Idea 3: \_\_\_\_\_  
Benefits: \_\_\_\_\_  
Cost Impact: \_\_\_\_\_ Schedule Impact: \_\_\_\_\_

# Scenario #1: Scope is Above Budget

**Client's Scope**

(Financial Proposal H-1 & H-2 for this!)

↓ (-\$ Alternatives)

**Client's Budget (\$\$)**



# Scenario #2: Intent Doesn't Match Scope

Client's Budget (\$\$)

Client's Needs

↑ (+\$ alternatives)

Client's Scope

(Financial Proposal H-1 & H-2 for this!)

# Submittal Form G – Assumptions

- Not scored.
- Be honest.
- No surprises.

SUBMITTAL FORM G Assumptions
<p><i>Instructions: Refer to Section 3.2 for format requirements. This Submittal Form does not have a maximum page limit. Proposers may add space as needed. Content must be project-specific and must not be comprised of boilerplate documents.</i></p> <p><u>Financial:</u></p> <p><u>Design:</u></p> <p><u>Construction:</u></p> <p><u>Other:</u></p>

# Submittal Form H-1, H-2, H-3 – Financial Proposal

- This Submittal Forms are not committed financing plans (i.e. does not represent a hard or firm proposal); rather, they are indicative Financial Proposals. KCKCC recognizes that aspects of the Financial Proposals may evolve as the project progresses through pre-development.

# Critical!

- All Financial Proposals (Submittal Form H-1 and H-2) must be based on Section 2 – Scope of Work.
- Any recommended alternatives or changes to the SOW belong in Submittal Form F – Scope Alternatives.
- Submittal Form H-3 is a total “blank slate” to describe your recommendation to optimize the project.



# Submittal Form H-1 – Financial Proposal

## 30 Year Lease

- Required to deliver the requirements in Section 2 – Scope of Work

### SUBMITTAL FORM H-1

#### Financial Proposal

#### Option 1 = 30 Year Term

**Requirements:**

- Proposer must accommodate the Student Housing Building as described in Section 2 – Statement of Work, which includes 250 beds with room configurations as described.
- Ownership of the facility transfer to KCKCC upon conclusion of the lease.
- Please use this form and do not add additional information.

**Term:**

Please complete this submittal based on the following lease term	30 years
--	----------

**Proposed Investment:**

Total Minimum Guaranteed Financial Investment	\$ Lump Sum
Total Initial Construction Value of the Investment (excludes all costs and fees associated with design, development, or any other costs that are not directly applicable to the construction)	\$ Lump Sum

**Anticipated Facility Parameters:**

Total Square Footage (all floors and program)	# SF
Total Square Footage for Living Space (includes all space behind a Living Unit entry door incl. bedroom, kitchen, living space, bathroom, etc. and does not include common spaces, hallways, etc.)	% of Total SF

**Proposed Annual Lease Rate:**

Year	Lease Rate	Year	Lease Rate	Year	Lease Rate
1	\$	11	\$	21	\$
2	\$	12	\$	22	\$
3	\$	13	\$	23	\$
4	\$	14	\$	24	\$
5	\$	15	\$	25	\$
6	\$	16	\$	26	\$
7	\$	17	\$	27	\$
8	\$	18	\$	28	\$
9	\$	19	\$	29	\$
10	\$	20	\$	30	\$

# Submittal Form H-2 – Financial Proposal

## Term Recommended by Proposer

- Required to deliver the requirements in Section 2 – Scope of Work

SUBMITTAL FORM H-2					
Financial Proposal					
Option 2 = Term Recommended by Proposer					
<b>Requirements:</b>					
<ul style="list-style-type: none"><li>• Proposer must accommodate the Student Housing Building as described in Section 2 – Statement of Work, which includes 250 beds with room configurations as described.</li><li>• Ownership of the facility transfer to KCKCC upon conclusion of the lease.</li><li>• Please use this form and do not add additional information.</li></ul>					
<b>Term:</b>					
The Proposer recommends the following lease term					# years
<b>Proposed Investment:</b>					
Total Minimum Guaranteed Financial Investment					\$ Lump Sum
Total Initial Construction Value of the Investment (excludes all costs and fees associated with design, development, or any other costs that are not directly applicable to the construction)					\$ Lump Sum
<b>Anticipated Facility Parameters:</b>					
Total Square Footage (all floors and program)					# SF
Total Square Footage for Living Space (includes all space behind a Living Unit entry door incl. bedroom, kitchen, living space, bathroom, etc. and does not include common spaces, hallways, etc.)					% of Total SF
<b>Proposed Annual Lease Rate:</b>					
Please adjust the table based on the number of years for the lease term recommended by the Proposer.					
Year	Lease Rate	Year	Lease Rate	Year	Lease Rate
1	\$	11	\$	21	\$
2	\$	12	\$	22	\$
3	\$	13	\$	23	\$
4	\$	14	\$	24	\$
5	\$	15	\$	25	\$
6	\$	16	\$	26	\$
7	\$	17	\$	27	\$
8	\$	18	\$	28	\$
9	\$	19	\$	29	\$
10	\$	20	\$	30	\$

# Submittal Form H-3 – Financial Proposal

## Proposer Created Solution

- 3pg max.
- The Proposer creates an optimal solution which may address any number of approaches and aspects of the project, including but not limited to the...
  - financial approach (term, lease rates, etc.),
  - scope of work (number of beds, programming, design, etc.),
  - potential construction phasing for potential expansion of an optimally-sized initial facility,
  - and other elements as applicable

SUBMITTAL FORM H-3					
Financial Proposal					
Option 3 = Proposer Created Solution					
<b>Requirements:</b> <ul style="list-style-type: none"><li>• No requirements for length of term nor statement of work.</li><li>• Must complete the table information below. Cannot exceed <u>3 pages maximum</u>.</li><li>• This Submittal is optional and is not evaluated.</li></ul>					
<b>Narrative of Optimal Financial Model:</b> Add space as needed					
<b>Optimal Term:</b>					
The Proposer recommends the following lease term as being optimal					# years
<b>Optimal Investment:</b>					
Total Minimum Guaranteed Financial Investment					\$ Lump Sum
Total Initial Construction Value of the Investment (excludes all costs and fees associated with design, development, or any other costs that are not directly applicable to the construction)					\$ Lump Sum
<b>Optimal Facility Parameters:</b>					
Minimum Guaranteed Number of Beds					# beds
Total Square Footage (all floors and program)					# SF
Total Square Footage for Living Space (includes all space behind a Living Unit entry door incl. bedroom, kitchen, living space, bathroom, etc. and does not include common spaces, hallways, etc.)					% of Total SF
<b>Optimal Annual Lease Rate:</b> Please adjust the table based on the number of years for the lease term recommended by the Proposer.					
Year	Lease Rate	Year	Lease Rate	Year	Lease Rate
1	\$	11	\$	21	\$
2	\$	12	\$	22	\$
3	\$	13	\$	23	\$
4	\$	14	\$	24	\$
5	\$	15	\$	25	\$
6	\$	16	\$	26	\$
7	\$	17	\$	27	\$
8	\$	18	\$	28	\$
9	\$	19	\$	29	\$
10	\$	20	\$	30	\$

# Evaluation Criteria and Weights

Submittal Form	Evaluation Criteria	Evaluation Weight
A	Proposer Information	Pass / Fail
B	Project Organization Chart	Pass / Fail
C	Experience	10
D	Approach & Methodology	15
E	Concerns, Risks, Intuitions, Suspensions, Problems	10
F	Scope Alternatives	10
G	Assumptions	Pass / Fail
H	Financial Proposal	15
--	Interviews	30
--	Presentation & Interview for Financial Model	10
Total Points:		100

# Interviews (30%)

**client will conduct interviews with the Critical Project Team Members from each of the Shortlisted Proposers. These individuals must be the same individuals that are identified in Submittal Form A:**

- **Project Manager**
- **Developer's Financial Lead**
- **Architect's Design Lead**
- **Contractor's Pre-Construction Lead**

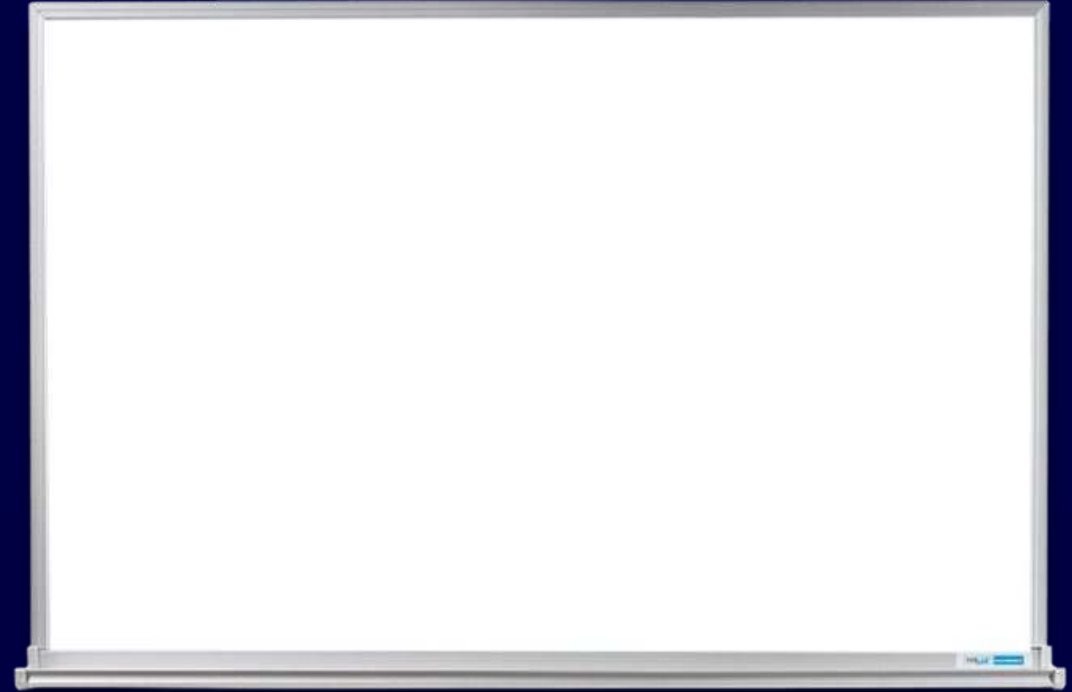


# Interview Format (30%)

- The client will actually **“interview”** each individual. This is not a “presentation”.
- No **other individual** from the proposer’s organization may attend
- Individuals will be interviewed **separately** not as a team
- The individuals cannot bring any **handouts** nor **marketing materials**
- Interview times will be approximately **20-30 minutes** per individual
- A **standard set** of questions will be asked to each individual. The client has the option to clarify any responses.
- Questions will be non-technical
- Evaluators will rate/score the interviews comparatively to one another on a 1-10 scale

# Interview Questions (30%)

1. Personal Experience
2. Approach & Methodology
3. Major Milestones & Deliverables
4. Risks & Recommendations
5. Opportunities & Innovation
6. Assumptions
7. Other questions about the SOW



# **Hint:** Common Reasons For Poor Scores

1. You do not have a lot of experience
2. You sound just like your competitors
3. You have not had time to think about this project
  - Haven't read the SOW
  - Haven't read the Proposal
  - Haven't thought about how the client/project is different from other projects in the past
4. You are not confident, honest, passionate, and/or have humility



# Presentation & Interview for Financial Model (10%)

- The College will hold a Presentation & Interview with the top 2-3 Proposers will be invited.
  - Presentation: Opportunity to provide short presentation on Financial Approach
    - Not a marketing presentation.
    - Truly a walk-through to explain the details of your Financial Approach.
  - Interview: Opportunity for the College to ask questions
- The intent is to review the overall strength of the Financial Model(s) and conduct a detailed review of what is included.

# Tips for Preparing a Competitive Submittal

# Tip For Preparing your Proposal

1. Identify the Critical Project Team Members (and other key individuals) who have the greatest expertise for this specific project.
2. Have your team lay out the approach & methodology... how would they would execute it based upon the scope?
3. Identify what risks they see are involved within the plan (including scope clarity & assumptions)
4. If it was your project, what would you change to provide the best outcomes/performance/value/etc. for the students?
5. *Then*, write the response using the Submittal Forms.

# Proposal development tips: what to ask yourself when reviewing your proposal...

- Does this truly differentiate my submission? Or can my competitors say the nearly same thing?
- Is my submission project-specific? (does it pass the “copy-and-paste” test?)
- Have I considered the potential impacts? Based upon experience, what is the best case / worst case / most likely case?
- Am I explaining my recommendations & qualifications rather than overly selling & marketing?



# Thank you for your participation!

Please refer to the separate recordings for  
detailed examples of  
Submittal Forms C, D, E, and F

# **Submittal Form C**

**C-1 – Experience (Partner Companies)**

**C-2 – Experience (Critical Project Team Members)  
and**

# **Submittal Form D**

**D-1 – Approach & Methodology (Design & Construction)**

**D-2 – Approach & Methodology (Financial Model)**



**Kansas City Kansas  
Community College**

# Evaluation Criteria and Weights

Submittal Form	Evaluation Criteria	Evaluation Weight
A	Proposer Information	Pass / Fail
B	Project Organization Chart	Pass / Fail
C	Experience	10
D	Approach & Methodology	15
E	Concerns, Risks, Intuitions, Suspensions, Problems	10
F	Scope Alternatives	10
G	Assumptions	Pass / Fail
H	Financial Proposal	15
--	Interviews	30
--	Presentation & Interview for Financial Model	10
Total Points:		100

# Evaluation Criteria and Weights

Submittal Form	Evaluation Criteria	These Determine the Short-List! See separate videos for detailed examples.	Evaluation Weight
A	Proposer Information		Pass / Fail
B	Project Organization Chart		Pass / Fail
C	Experience		10
D	Approach & Methodology		15
E	Concerns, Risks, Intuitions, Suspensions, Problems		10
F	Scope Alternatives		10
G	Assumptions		Pass / Fail
H	Financial Proposal		15
--	Interviews		30
--	Presentation & Interview for Financial Model		10
Total Points:			100



# **Submittal Form C**

**C-1 – Experience (Partner Companies)**

**C-2 – Experience (Critical Project Team Members)**

# Submittal Form C-1 – Experience (Partner Companies)

## Submittal Form C-2 – Experience (Critical Project Team Members)

- 10pg max
- All Partner Companies can be included to show Similar Projects + Outcomes & Successes
- 2pg each x 4 Members
- Brief narrative of project roles & responsibilities, anticipated time dedicated to project, brief resume.

**SUBMITTAL FORM C-1**

**Experience (Partner Companies)**

*Instructions: Refer to Section 3.2 for format requirements. Proposers are allowed to use graphics, images, etc. to demonstrate their experience. Submittal Form C-1 is NOT required to be anonymous. The only requirement is a 10 page maximum limit.*

**SUBMITTAL FORM C-2**

**Experience (Critical Project Team Members)**

*Instructions: Refer to Section 3.2 for format requirements. Proposers are asked to provide a brief resume and description of roles & responsibilities for each Critical Project Team Member identified in Submittal Form A. Submittal Form C-2 is NOT required to be anonymous. The only requirement is a 2 page maximum limit for each Critical Project Team Member.*

Insert Critical Project Team Member Role	Insert Individual's Name
Anticipated Time Allocation to the Project	Insert Description

**Brief Narrative of Roles and Responsibilities:**  
Insert (add space as needed)

**Resume**  
Insert (add space as needed)

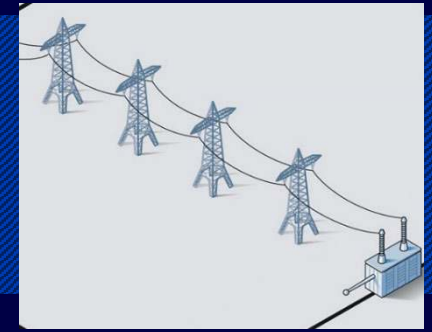
# Example



- **Perceived Client Concern:** An inexperienced Project Manager & Project Team may cause budget overruns, schedule slippage, and may fail to deliver a project that meets your future needs.
- **Proposer:**

We are assigning our best Project Manager & Project Team that has an extensive amount of experience. We will use our proven internal quality control process to ensure that the plan is delivered effectively and on-time.

# Example: Experience



## Using Metrics to Showcase Results/Outcomes

- To the extent that carbon-intensive grid power can be replaced by natural gas-fired cogenerated power, CO<sub>2</sub>e emissions will be reduced by over 40%.
- For one similar client, we identified and fully implemented a natural gas cogeneration system which provides 70% of the total facility complex power needs while reducing total CO<sub>2</sub>e emissions by 40%. This was accomplished while producing a 20% return on the additional investment in cogeneration.

# Example: Experience

## Using Metrics to Showcase Results/Outcomes

- Construction Team Experience

- The proposed Project Manager and Site Superintendent have put in place \$87.4M in student housing projects in the past five years.
- The team's schedule deviation is (-1.5%), their contractor generated change order rate is 0%, and their overall customer satisfaction rating is 98%.
- We have selected a controls subcontractor who surveyed 8 past clients on completed scopes worth \$750,000 (similar in size to his project) and received a customer satisfaction rating of 10 out of 10.

# Hint

Don't be limited to  
generic experience information

---

# Instead

Focus on results & outcomes  
delivered for the Client

# Submittal Form D

**D-1 – Approach & Methodology (Design & Construction)**

**D-2 – Approach & Methodology (Financial Model)**

# Submittals D-1, D-2, E, F

## **Approach & Methodology** (Design & Construction)

Overall approach to deliver the SOW

activities, phases, quality, sequencing, deliverables

2pg max.  
+1pg schedule

***Anonymous***

## **Approach & Methodology** (Financial Model)

Structure of proposed Financial Model

describe main components & why model is beneficial

3pg max.

***Non-Blind***

## **Concerns, Risks, Intuitions, Suspicions, Problems**

Potential Impacts & Complexities

proposed solution(s)  
potential impact(s)

2pg max.

***Anonymous***

## **Scope Alternatives**

Innovative Ideas & Unique Qualifications

scope, budget, schedule, unique differentiators

2pg max.

***Anonymous***



# Submittals D-1, D-2, E, F

## Approach & Methodology (Design & Construction)

Overall approach to deliver the SOW

activities, phases, quality, sequencing, deliverables

2pg max.  
+1pg schedule

**Anonymous**

## Approach & Methodology (Financial Model)

Structure of proposed Financial Model

describe main components & why model is beneficial

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## Concerns, Risks, Intuitions, Suspensions, Problems

Potential Impacts & Complexities

proposed solution(s)  
potential impact(s)

2pg max.

**Anonymous**

## Scope Alternatives

Innovative Ideas & Unique Qualifications

scope, budget, schedule, unique differentiators

2pg max.

**Anonymous**

# Submittal Form D-1 – Approach & Methodology (Design & Construction)

- 2pg max + 1pg design/con schedule
- MUST BE anonymous
- Open Template

• Overall approach, main activities, major SOW considerations, etc.

**SUBMITTAL FORM D-1**

**Approach & Methodology** (Design & Construction)

*Instructions: Refer to Section 3.2 for format requirements. This Submittal Form must be anonymous and can NOT contain any names that can be used to identify the Proposer, must NOT identify the Financial Proposal, and must NOT exceed the maximum 2 page limit + 1 page schedule.*

# **Approach & Methodology:**

## **REASONS FOR POOR EVALUATION SCORES**

- **Generic / Boilerplate**
- **Not tailored to client's specific SOW, requirements, constraints**
- **Does not provide a clear view of the proposed schedule**
- **Disorganized, hard to follow, typos, grammatical errors**

# Hint

## Think Like An Evaluator

### Who would you rather work with?

# Activity: Who Should We Select?



**#1**

**Safeguarding the health and safety of our people and customers is our moral responsibility and essential to the success of our business. We have worked hard to establish a safety culture where our people instinctively take individual and collective responsibility for their own safety and that of those around them, and act accordingly**

**#2**

**From the food we serve, the places where we work, and to our day-to-day operations, we make sure safety is an “every-moment-every-day” mindset for our employees. We work hard to create a safety culture where all employees can stop any situation in which they feel unsafe.**

**#3**

**Health and safety is a global strategic priority for our Firm. We are committed to a global health and safety culture and world class health and safety performance. We know that integrating health and safety into everything we do minimizes risk to people and property.**

# Hint

**Don't Just State the Basics**

---

# Instead

**Be sure to Differentiate Yourself  
Focus on Project-Specific Approaches**

# Example: Approach & Methodology



## Approach to a Complex Aspect of the Project

- Noise from demolitions may result in student/staff complaints (since we will be doing demo in an in-operation library during finals week).

- **Proposer 1**

Partnering is a key to success on any project. We will work with the user to develop the best strategies that can be implemented to minimize the impact of noise from demolition.

- **Proposer 2**

To ensure the client's satisfaction, we have planned to demolition during off hours and weekends. We will also install rubber sheets on the floors and foam pads around the wall to diminish noise and vibrations.

# Hint

**Don't Transfer Responsibility Back  
to the Client**

---

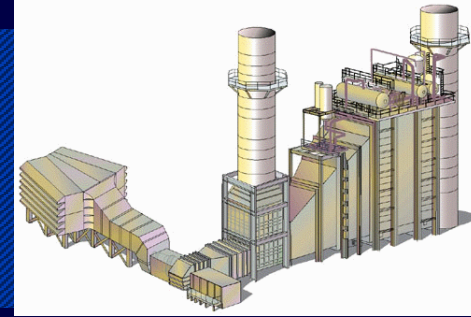
# Instead

**Showcase that You Have Processes to do  
it the Right Way & you have thought  
about the Project**



# Example: Approach & Methodology

## Approach to a Complex Aspect of the Project

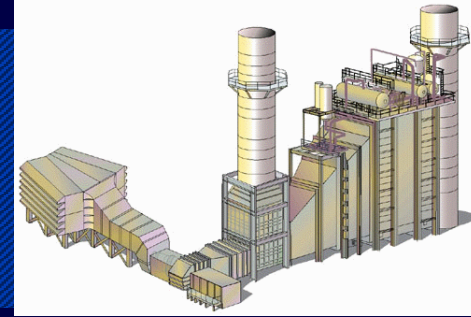


### Proposer 1:

- Our team understands the complexities involved with expanding the capacity of an existing power plant.
- Our highly qualified team will employ a thoughtful approach that considers a wide range of design efficiencies to optimize the function, capacity, and layout of the future facility.
- We have a proven track record of using creative strategies in construction to maintain continued operation of the legacy facility.

# Example: Approach & Methodology

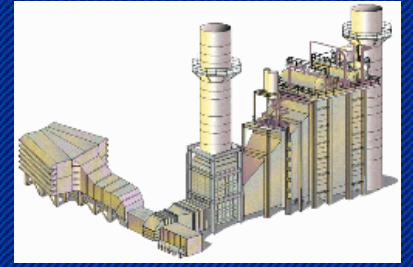
## Approach to a Complex Aspect of the Project



### Proposer 1:

- Our team understands the complexities involved with expanding the capacity of an existing power plant.
- Our highly qualified team will employ a thoughtful approach that considers a wide range of design efficiencies to optimize the function, capacity, and layout of the future facility.
- We have a proven track record of using creative strategies in construction to maintain continued operation of the legacy facility.

# Example: Approach & Methodology



## Approach to a Complex Aspect of the Project

**Proposer 2: We will consider two main approaches:**

***Approach A – Focus design attention on main & second levels.***

- Open the main & 2<sup>nd</sup> floor facades for greatest impact to animate N laneway.
- Reinforce the existing loading dock access points.
- Leave the upper level punch windows intact as it will provide adequate access for prescribed operational uses. Redevelopment of the upper levels with larger expanses/openings is costly for the minimal functional benefit.

***Approach B – Provide a corridor addition along the entire face of façade (must be coupled with relocation of elevator cores as identified in CRISP 1)***

- Provides energy efficiency and more efficient room configurations
- The addition can connect levels 5 and 6 to stair 4 in the East and West wings, eliminating the need to extend stair cores and construct roof additions

# Hint

**Remove Fluffy Boilerplate Content**

--

# Instead

**Focus on Project-Specific  
Information, Processes,  
and Action Steps**

# Example: Approach & Methodology



## Approach to a Critical Aspect of the Project:

A poor roofing system can result in roof leaks, which may inconvenience building occupants, and increase complaints, maintenance, damage, etc.

### Proposer 1:

- Use our extensive roofing history to install the best system for your needs.

### Proposer 2:

- To minimize this risk, our proposed roofing system has been installed on over 400 roofs and has had an average roof age of 18 years, in which 99% of the roofs don't leak and 100% of the end clients are satisfied.

### Proposer 3:

- To minimize this risk, we are proposing a thermally-welded roofing system that has a tensile strength of 2,130 PSI, elongation of 300%, tear strength of 312lbs, has been tested for 10,000hrs, and has a cold brittleness of -30°C.



# Technical Info

- Thermally-welded roofing system
- Tensile strength of 2,130 PSI
- Elongation of 300%
- Tear strength of 312lbs
- Tested for 10,000hrs



# Hint

**Stay Away from Technical Jargon  
& Don't Focus on "Input" language**

---

# Instead

**Use Dominant Performance Info  
& Focus on Results/Outcomes**

# Submittals D-1, D-2, E, F

## **Approach & Methodology (Design & Construction)**

Overall approach to deliver the SOW

activities, phases, quality, sequencing, deliverables

2pg max.  
+1pg schedule

## **Approach & Methodology (Financial Model)**

Structure of proposed Financial Model

describe main components & why model is beneficial

3pg max.

## **Concerns, Risks, Intuitions, Suspensions, Problems**

Potential Impacts & Complexities

proposed solution(s)  
potential impact(s)

2pg max.

## **Scope Alternatives**

Innovative Ideas & Unique Qualifications

scope, budget, schedule, unique differentiators

2pg max.

***Anonymous***

***Non-Blind***

***Anonymous***

***Anonymous***



# Submittal Form D-2 – Approach & Methodology (Financial Model)

- 3pg max
- NOT required to be anonymous
- Open Template

• Describe the recommended financial model(s) for Submittal Forms H-1 & H-2, including major elements & variables, known quantities, and explain how the approach is beneficial for the College

**SUBMITTAL FORM D-2**

**Approach & Methodology (Financial Model)**

*Instructions: Refer to Section 3.2 for format requirements.  
Please describe the Financial Model(s) that correspond with Submittal Forms H-1 and H-2.  
This Submittal Form is NOT anonymous and must NOT exceed the maximum 3 page limit.*

# Thank you for your participation!

# **Submittal Form E – CRISPS**

**(Concerns, Risks, Intuitions, Suspicions, Problems)**

**and**

# **Submittal Form F – Scope Alternatives**



**Kansas City Kansas  
Community College**

# Evaluation Criteria and Weights

Submittal Form	Evaluation Criteria	Evaluation Weight
A	Proposer Information	Pass / Fail
B	Project Organization Chart	Pass / Fail
C	Experience	10
D	Approach & Methodology	15
E	Concerns, Risks, Intuitions, Suspensions, Problems	10
F	Scope Alternatives	10
G	Assumptions	Pass / Fail
H	Financial Proposal	15
--	Interviews	30
--	Presentation & Interview for Financial Model	10
Total Points:		100

# Submittals D-1, D-2, E, F

## **Approach & Methodology** (Design & Construction)

Overall approach to deliver the SOW

activities, phases, quality, sequencing, deliverables

2pg max.  
+1pg schedule

***Anonymous***

## **Approach & Methodology** (Financial Model)

Structure of proposed Financial Model

describe main components & why model is beneficial

3pg max.

***Non-Blind***

## **Concerns, Risks, Intuitions, Suspicions, Problems**

Potential Impacts & Complexities

proposed solution(s)  
potential impact(s)

2pg max.

***Anonymous***

## **Scope Alternatives**

Innovative Ideas & Unique Qualifications

scope, budget, schedule, unique differentiators

2pg max.

***Anonymous***

# Submittals D-1, D-2, E, F

## Approach & Methodology (Design & Construction)

Overall approach to deliver the SOW

activities, phases, quality, sequencing, deliverables

2pg max.  
+1pg schedule

## Approach & Methodology (Financial Model)

Structure of proposed Financial Model

describe main components & why model is beneficial

3pg max.

## Concerns, Risks, Intuitions, Suspensions, Problems

Potential Impacts & Complexities

proposed solution(s)  
potential impact(s)

2pg max.

## Scope Alternatives

Innovative Ideas & Unique Qualifications

scope, budget, schedule, unique differentiators

2pg max.

**Anonymous**

**Non-Blind**

**Anonymous**

**Anonymous**

# Submittal Form E – Concerns, Risks, Intuitions, Suspicions, Problems

- 2pg max
- MUST BE anonymous
- Please use the template
  - Copy/paste to include as many (or as few) individual CRISPs within the page limit
- Most challenging aspects that will be encountered + your team's recommended solution(s)

SUBMITTAL FORM E	
CONCERNS, RISKS, INTUITIONS, SUSPICIONS, PROBLEMS	
<i>Instructions: Refer to Section 3.2 for format requirements. This Submittal Form must be anonymous and can NOT contain any names that can be used to identify the Proposer, must NOT identify the Financial Proposal, and must NOT exceed the maximum 2 page limit</i>	
CRISP 1:	
Description:	
Strategy:	
CRISP 2:	
Description:	
Strategy:	
CRISP 3:	
Description:	
Strategy:	

# Proposer Objective:

**Clearly stand out  
from the competition!**



# CRISP Example



## Dependency RISK:

- **Proposer 1**

CRISP: The local water company must have the water turned on by June in order for us to water the newly installed recreational fields (or the grass will die).

STRATEGY: We will coordinate and plan our schedule with the water company as soon as the award is made to make sure that we get water to the site to irrigate the fields.

- **Proposer 2**

CRISP: The local water company must have the water turned on by June in order for us to water the newly installed fields (or the grass will die). On past projects, the water company has failed to meet the schedule 90% of the time.

STRATEGY: To minimize this risk, we will coordinate our schedule with the water company as soon as we are awarded the project. If they fail to meet our schedule, we can connect temporary waterlines to the nearby fire hydrants, or we can also rent water trucks to irrigate the fields.

# CRISP Example

## Concern with Schedule

### Proposer 1

- Establishing a solid work plan that is embraced by our staff, along with the [Owner] will be important to offset delays

### Proposer 2

- We will prepare an unbiased and realistic construction schedule the Team can achieve, and then compare that schedule to the Owner's requirements to find discrepancies and rectify them. We would review and update the schedule weekly to ensure that we stay on track and complete the project within the specified time frame. Project Team Meetings will review upcoming work that involves excessive noise and toxic applications or odors.

# CRISP Example

## Concern with Schedule

### Proposer 3

- Compress design development to quickly produce CDs.
- Mass hoarding of bunker structure to minimize impact of winter weather.
- Project contract by Oct. 1 enables excavations to be complete before December holidays and minimizes freeze impacts.
- Construction sequencing strategies: Once main floor steel stud framing structure is complete, M&E subs can work on deck level above while additional sub-trades are working on the M&E rough-in and finishing work below. This will reduce schedule time significantly.
- Multiple Scope Alternative ideas to minimize schedule constraints, such as:
  - Alternate interior finishes critical path reduction by multiple months reduce this trade by multiple months by switching to a partition system (\$1.6M project budget impact – see Scope Alternate Idea #2 for full details)

# CRISP Example

## Concealed Conditions



- Available water pressure will not be known until 3-4 weeks into the project schedule (due to required excavations)
- There are 3 potential outcomes upon investigation:
  - 1) **Best Case**: Adequate pressure available: No change in building parameters
  - 2) **Most Likely**: Inadequate water pressure: Impact to some building parameters such as size and/or quality of finishing, etc.
  - 3) **Worst-case**: no water pressure available, require substantial underground work, tanks, etc. Significant impact to building size & finish level, resulting in a reduction of project scale.

# CRISP Example

Client's SOW was Unclear:

There is no indication of whether specific shielding requirements are needed  
The team would need to review the specific requirements with the owner.

- Based on our experience, we assumed that the decay room would require shielding and have included shielding of these rooms in our pricing.
- The current vault door is shown as 2500mm thick steel assembly complete with a core of borated concrete for radiation shielding purposes. Our team has conceived alternate door designs which employ shielding material. This significantly reduces door thickness and weight, making door operation simpler and gaining cost savings from reduced materials.



# Submittals D-1, D-2, E, F

## Approach & Methodology (Design & Construction)

Overall approach to deliver the SOW

activities, phases, quality, sequencing, deliverables

2pg max.  
+1pg schedule

## Approach & Methodology (Financial Model)

Structure of proposed Financial Model

describe main components & why model is beneficial

3pg max.

## Concerns, Risks, Intuitions, Suspensions, Problems

Potential Impacts & Complexities

proposed solution(s)  
potential impact(s)

2pg max.

## Scope Alternatives

Innovative Ideas & Unique Qualifications

scope, budget, schedule, unique differentiators

2pg max.

**Anonymous**

**Non-Blind**

**Anonymous**

**Anonymous**



SIMPLAR



# Submittal Form F – Scope Alternatives

- 2pg max
- **MUST BE anonymous**
- Please use the template
  - Copy/paste to include as many (or as few) individual Innovative Ideas within the page limit
- **Scope Alternatives, including opportunities, innovative ideas, and offerings that are above-and-beyond the SOW.**

**SUBMITTAL FORM F**  
**Scope Alternatives**

*SPECIAL REQUIREMENTS: This Submittal Form must be anonymous and can NOT contain any names that can be used to identify the Proposer, must NOT identify the cost/fee, and must NOT exceed the maximum page limit (see RFP Section 3.4).*

Idea 1: \_\_\_\_\_  
Benefits: \_\_\_\_\_  
Cost Impact: \_\_\_\_\_ Schedule Impact: \_\_\_\_\_

Idea 2: \_\_\_\_\_  
Benefits: \_\_\_\_\_  
Cost Impact: \_\_\_\_\_ Schedule Impact: \_\_\_\_\_

Idea 3: \_\_\_\_\_  
Benefits: \_\_\_\_\_  
Cost Impact: \_\_\_\_\_ Schedule Impact: \_\_\_\_\_

# Critical!

- All Financial Proposals (Submittal Form H-1 and H-2) must be based on Section 2 – Scope of Work.
- Any recommended alternatives or changes to the SOW belong in Submittal Form F – Scope Alternatives.
- Submittal Form H-3 is a total “blank slate” to describe your recommendation to optimize the project.



# Scenario #1: Scope is Above Budget

**Client's Scope**

(Financial Proposal H-1 & H-2 for this!)

↓ (-\$ Alternatives)

**Client's Budget (\$\$)**



# Scenario #2: Intent Doesn't Match Scope

Client's Budget (\$\$)

Client's Needs

↑ (+\$ alternatives)

Client's Scope

(Financial Proposal H-1 & H-2 for this!)

# Example: Scope Alternatives

Budget vs. SOW/Program



Will say whatever they *think*  
the Client wants to hear

Generic Marketing Information  
NOT a Plan

# Example: Scope Alternative

Budget vs. SOW/Program



## Proposer 3

- The budget cannot accommodate program requirements.
- Options to meet the budget and deliver the required beds:
  - Removal of underground parkade (\$2,054,717 savings)
  - Reduction in certain finishes, such as wall panels vs. dry wall (\$67,000)
  - Design efficiencies: adjust net-to-gross ratios in targeted areas of building program, i.e. hallways, common spaces (\$1,686,149 net savings)

# Kodiak Launch Facility





# ***“Mishap”***



# Scope Alternatives Ideas

- Is There Anything You Would Do Differently?

- *(If you had complete control of this project)*
- *(If you could change anything)*





# Impact of Scope Alternatives

(Demolition & Site Prep)

- *The best-valued Respondent proposed an alternative procedure for removing damaged steel panels that:*
  - Was **cheaper** than the specified process
  - Was **faster** than the specified process
  - Was **safer** than the specified process







# Hint

**Don't just regurgitate the Scope back  
to the Client**

---

# Instead

**Provide opportunities for Innovation,  
Different Approaches, Better Options**

# Example: Scope Alternative



***"Did you actually mean...?"***

## **Example: Air Duct System Improvements**

- In lieu of using redundant dual duct air systems (shown in bridging documents), a design solution is proposed to substitute redundant variable air volume (vav) systems with reheat
- We believe the rationale for using dual duct was to eliminate the potential risk of having a wet heating system leak through the ceiling into the production areas
- With the proposed creation of an interstitial service space, the risk for leaking of the wet heating system is mitigated, servicing space is increased, control complexity is reduced, and capital cost is mitigated.
- **Cost (\$): (\$158,000) Savings**
- **Schedule Impact: N/A**



# Example: Scope Alternative

*Scope Enhancing // Adding Value*



- Reroofing this building will not stop all water leaks. The majority of the leaks are caused by cracks in the parapet walls, broken/missing glass, and poor caulking. We can repair/replace all of these issues to minimize all water leaks, for a minimal impact to time/funding.

# Example: Scope Alternative

## *Cost Saving Idea*

- Since the University is installing overhead televisions on the third floor of the Student Rec Center, the University may want to consider deleting all of the equipment mounted televisions on the cardio equipment on that floor.
- This can result in significant savings, or we can use these savings to potentially provide 5 additional machines in lieu of the TV screens.



# Example: Scope Alternative

*Idea to Enhance Quality*



## Alternate Interior Partitions

- Quality control of the installation of epoxy coatings is challenging and the traditional drywall method consumes precious schedule time and creates heavy dust in an area where cleanliness is a priority.
- Arcoplast is a composite wall panel that fastens directly to the steel studs, thus eliminating the need for drywall. It has a permanently finished antimicrobial gel coat formulation that inhibits mould, fungus and mildew growth. Arcoplast will be installed in all cGMP areas that are required to be clean areas.
- Arcoplast is a product that meets or exceeds cGMP spec'd guidelines pertaining to surface finishes for maximum containment facilities.
- Key features include: Impact, chemical, corrosion and water resistance.

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# Example: Scope Alternative

## Experience Above & Beyond the Requirement

Consultant is familiar with all top-tier solar PV OEMs, inverter and smart inverter technology providers, BESS solution providers, and microgrid control vendors.

Consultant has previous experience with top-tier technology providers that would be appropriate for use at this project. Consultant has third-party assessment (including component testing) and independent engineering experience, particularly in non-mature technologies such as BESS and microgrid controllers. This will shorten the review process of EPC bids and provide SCL with an industry-wide perspective on established, mature equipment suppliers that would not add risk to the project.

### Visit Relevant Comparable Sites and Interview Project Champions

- The base bid includes visiting two sites during Phase II or III of the project.
- We would like to withdraw the value added option to move this into Phase 1. After meeting with the Dalhousie team, we feel the level of understanding of the project, and the appropriate project champions are already established.



# Thank you for your participation!