



**PUBLIC SERVICE OF OKLAHOMA
FORT SILL
PHOTOVOLTAIC SOLAR WORK**

FINAL RFP EVALUATION CRITERIA

REVISION C, DECEMBER 26, 2019

1.0 Evaluation Process

The Evaluation Process is central to the success of Owner's RFP Process. Throughout the evaluation process, all team members are encouraged to keep a list of issues and points and provide such list to the RFP Manager. This list may be used in the detailed evaluation and negotiation process. The Owner has reserved the right but not the obligation to request Bidders to clarify information in their Proposals at any time during the evaluation process.

Below is a description of the Evaluation Process, including general responsibilities of the RFP Team members. The Evaluation Process includes three main steps as follows:

- (1) Threshold Requirements
- (2) Detailed Analysis
- (3) Final Bidder Selection

1.1 Threshold Requirements

Each Proposal will be evaluated for the Threshold Requirements prior to being included in the Detailed Analysis step of the process. This stage of the evaluation will consider each Proposal using the criteria as set forth in Section 9.0 of the RFP Proposal Requirements:

- the Project must be physically located near the intersection of Spalding Avenue and Haws Street within the Fort Sill Military Base in Lawton, Oklahoma as shown in Appendix 4 of Specification FS-LC-0002;
- the Proposed total output capacity of the facility shall be between 10 and 14 MW;
- the manufacturer of the PV panels proposed shall be either (*TBD by AEP prior to issuance of Final RFP*).
- the Bidder must be capable of achieving and accepting the Key Milestone dates as set forth in Section 6.1.1 of the SOW document;
- Contractor's Safety Metrics for EMR, TRIR, DART and Fatalities shall be in accordance with Owner's requirements as follows:
 - **EMR \leq 1.0 for Bidding Entity**
 - **TRIR \leq 2.0 for Bidding Entity**
 - **DART \leq 0.46 for Bidding Entity**
 - **Fatalities = 0 for Bidding Entity (since and including 2017)**
- Owner reserves the right to not continue to the Detailed Analysis stage of evaluation for Proposals based on a furnished firm price disproportionate with the other Bidders, but agrees to perform a Detailed Analysis of at least three (3) bids received (provided three eligible bids are received); and
- the Bidder's exceptions as identified on the Exceptions, Deviations and Clarifications Form Sheet, considered individually or in the aggregate, are minimally acceptable to the Owner as a basis for further discussion.

Bidder's Proposals not meeting the Threshold Requirements will be notified by the RFP Manager via electronic mail through SAP Ariba.

1.2 Detailed Analysis

Proposals that meet the Threshold Requirements will move to the Detailed Analysis phase, which is comprised of the Total Evaluated Price and Non-Pricing Evaluation Factors as set forth below. Substandard Proposals including but not limited to execution plans, environmental plans, complete pricing specifics, and exceptions may be addressed in post-bid discussions. Final scoring of the Proposal will not be conducted until any/all post-bid discussions and negotiations are complete and Contractor has formally responded to Owner's request for post-bid clarifications as required. The IE will monitor the negotiation process and may directly participate in select negotiation sessions with Bidders.

TOTAL EVALUATED PRICE: The RFP Manager will be responsible for leading the evaluation of the Total Evaluated Price factors. The Total Evaluated Price analysis will constitute 60% of the overall evaluation. The Total Evaluated Price score will be calculated as follows:

i) Total Evaluated Price Factors:

- Submitted Firm Price;
- Owner's estimated cost impacts resulting from equitable amount of Extra Work for each Bidder utilizing fixed estimated hour and applying hourly rates and/or Sub-Contractor mark-up submitted by Bidder;
- Relative Cost Impacts to Owner resulting from Bidders specific Exceptions, Deviations or Clarifications and Credit Risk assessment.
- Valuation of total MW output.

ii) Valuation of Total Evaluated Price to equivalent points:

- The Total Evaluated Price for each Bidder will then equated to a points value such that the bidder with lowest total evaluated cost will be given 60 points and the other bidders the corresponding points equating to the deviation from the low bidder by percentage. (e.g. Bidder B is 7.5% higher than Bidder A (low bid); Bidder A score is 60 and Bidder B score is $60 - (0.075 \times 60) = 55.5$).

NON-PRICING EVALUATION FACTORS: The Non-Pricing Evaluation Factors comprised of Safety Risk/Plan Evaluation, Construction & Environmental Execution Plan Evaluation and Adherence to the RFP Requirements will constitute 60% of the overall evaluation. These components will be evaluated and scored by the Team after review and evaluation of the Bidders Proposal (including all post bid sub-missions) based on a detailed points allocated scorecard and specific evaluation criteria for each item as follows:

- Safety Performance – 25 points

Contractor's demonstrated commitment of a culture and execution plan committed to Zero Harm. Contractor's strategy evident in written rigging and inspection plans, plan to keep employees safe while moving, placing and securing the materials and operating the equipment. Evidence that Contractor demonstrates complete understanding of the AEP Industrial Hygiene requirements and evaluation of Contractor's written plan for craft supervision and independence of site safety personnel in relation to site construction management.

- Construction and Environmental Execution Plan – 15 points

Contractor's plan demonstrates complete understanding of the Work and appears reasonable to achieve. Contractor's schedule is in accordance with the Contract Requirements, is practical to achieve and aligns with the project's key milestones. Plan addresses transport, handling, storage and maintenance of Contractor furnished materials and is considerate of work being performed at the unique work location. Additionally, the execution plan addresses the strategy for lift execution, management of subcontractors and environmental considerations for the Work being performed.

- Other Evaluation Factors

The creditworthiness of each supplier will also be evaluated and recommendations made on an acceptable/unacceptable basis by AEP Credit Risk upon receipt of Contractor's proposal and prior to scoring the Proposal Evaluation Matrix. Credit Risk will review exceptions to the Terms and Conditions and milestone payment schedule in conjunction with the current credit rating and other available credit/financial indices for each Contractor. Credit Risk will also be consulted prior to Contract Award and formal Notice to Proceed to perform a similar credit assessment of the selected Contractor prior to these actions.

1.3 Final Bidder Selection and Notification

Based upon the numerical results of the Detailed Analysis described above, the Owner will determine which Bidder should be awarded the Work.