# APPENDIX A

## SELECTION PROCEDURE EXHIBITS

<table>
<thead>
<tr>
<th>EXHIBIT</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>Budget Concurrence Memo</td>
</tr>
<tr>
<td>A.2</td>
<td>AGM Concurrence with Selection Committee Assignments</td>
</tr>
<tr>
<td>A.3</td>
<td>Authorization for Consultant Selection</td>
</tr>
<tr>
<td>A.4</td>
<td>DBE Concurrence Memo</td>
</tr>
<tr>
<td>A.5</td>
<td>Executive Summary</td>
</tr>
<tr>
<td>A.6</td>
<td>Independent Cost Estimate Template</td>
</tr>
<tr>
<td>A.7</td>
<td>Method of Procurement Decision Matrix</td>
</tr>
<tr>
<td>B.1</td>
<td>Sample Public Announcement (federally-funded projects)</td>
</tr>
<tr>
<td>B.2</td>
<td>Sample Public Announcement (state-funded projects)</td>
</tr>
<tr>
<td>B.3</td>
<td>Customary Publications Sent Solicitation Notices</td>
</tr>
<tr>
<td>C.1</td>
<td>Selection Committee Membership</td>
</tr>
<tr>
<td>D.1</td>
<td>Outline of Request for Proposal (RFP)</td>
</tr>
<tr>
<td>D.2</td>
<td>Selection Committee Member Certification Statement</td>
</tr>
<tr>
<td>E.1</td>
<td>Pre-Selection Screening Form</td>
</tr>
<tr>
<td>E.2A</td>
<td>Approval of Pre-selection (Most Qualified)</td>
</tr>
<tr>
<td>E.2B</td>
<td>Approval of Pre-Selection (Most Qualified all firms)</td>
</tr>
<tr>
<td>E.3</td>
<td>Qualification Score Tabulation</td>
</tr>
<tr>
<td>E.4</td>
<td>Letter to Firms receiving RFPs (Transmittal of RFP and interview invitation)</td>
</tr>
<tr>
<td>E.5</td>
<td>Letter to Firms not receiving RFP</td>
</tr>
<tr>
<td>F.1</td>
<td>Proposal Evaluation Rating Sheet</td>
</tr>
<tr>
<td>F.2</td>
<td>Proposal Evaluation Rating Sheet Instruction</td>
</tr>
<tr>
<td>F.3</td>
<td>Rating Sheet Supporting Memo</td>
</tr>
<tr>
<td>F.4</td>
<td>Approval of Selection Committee Recommendation</td>
</tr>
<tr>
<td>F.5A</td>
<td>Letter to Firms Selected</td>
</tr>
<tr>
<td>F.5B</td>
<td>Letter to Firm Selected (Task Order Contract)</td>
</tr>
<tr>
<td>F.6</td>
<td>Letter to Firm not selected</td>
</tr>
<tr>
<td>F.7</td>
<td>Schedule of Cost Data Required for Pre-Audit (Attachment to Selection Letter)</td>
</tr>
<tr>
<td>G.1</td>
<td>Red Book (Procurement Documents) Cover Memorandum Template</td>
</tr>
<tr>
<td>G.2</td>
<td>Red Book (Procurement Documents) Checklist</td>
</tr>
<tr>
<td>H</td>
<td>Professional Services Close-out Procedure</td>
</tr>
</tbody>
</table>
TO: Mary E. Runkel  
Director of Budget/Administration

FROM: Cognizant Deputy Director/Manager Initiating Request

DATE: XXXXXX, 2005

SUBJECT: MBTA Project No. _________.  
Type of Services (Eng, Envir, etc) for Project Title

At this time, it has become necessary to advertise for ___ Type of Services for the above referenced project. Attached for your review and approval is a copy of the Executive Summary and Public Announcement.

Under Grant No. _________, the following amounts have been budgeted for the referenced services:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>$_______</td>
<td>(procurement and installation)</td>
</tr>
<tr>
<td>$_______</td>
<td>(design and construction phase services)</td>
</tr>
<tr>
<td>$_______</td>
<td>(support costs)</td>
</tr>
</tbody>
</table>

The total Budget estimated for this project is $______.

The advertising costs for this project will be approximately $______. Under grant No. ______, Work Order No. ____________ has been set up to cover the cost of this action, and Work Order ____________ has been established for advertising costs.

Your signature of approval is requested so that the ______ project department may proceed with the advertisement for ___ type of services (engineering) for this project.

If you require additional information please contact me directly at ext. ______.

APPROVED:

___________________________
Mary E. Runkel  
Director of Budget/Administration

01-01-2010
ATTACHMENT A. 2
SELECTION COMMITTEE CONCURRENCE MEMO

To: (Name)  
Assistant General Manager for _________

From: (Name)  
Deputy Director of Design & Construction

Date: ________

Subject: Approval of Selection Committee for MBTA Contract No. XXPSXX  
(Engineering Consultant) Services for the (Project Name)

Submitted for your review and concurrence is the proposed Selection Committee  
Membership for the above referenced contract:

1. Committee Chairperson  Name  
   Deputy Director of Design & Construction

2. Project Manager  Name  
   Project Manager

3. Contract Administration  Margaret H. Hinkle  
   Director of Contract Administration (or Designee)

4. ________ Operations  Name  
   Director of ________ Operations (or Designee)

5. Other Department as appropriate  Name  
   Director of ________ (or Designee)

5. Organizational Diversity  Jeanne M. Morrison  
   AGM for Organizational Diversity and Civil  
   Rights (or Designee) (non-voting)

Concur

__________________________
Name  
Assistant General Manager for _________
TO:       (Appropriate Director)

FROM:  Cognizant Deputy Director/Manager Initiating Request

DATE:

SUBJECT:  Authorization to Solicit (Architectural/Engineer/ Consultant) Services for Project Title

Transmitted herewith, for your review and approval, are the following documents:

• Executive Summary
• Public Announcement
• Recommended Selection Committee
• Budget Concurrence Memorandum
• DBE Concurrence Memo
• Request for Proposal

The amount of $__________ has been budgeted for this project from (identify source of funds - either Bond, Federal or Operating) Work Order No. ________. Advertising costs shall be paid from Work Order No. ________.

Your approving signature is requested to initiate consultant selection process.

CONCUR: 

APPROVED:

Name ___________________________ Name ___________________________
Director of Contract Administration AGM for Design and Construction
TO: DBE Liaison Officer  
FROM: Cognizant Deputy Director/Manager Initiating Request  
DATE: XXXXXX, 2005  
SUBJECT: MBTA Project No. ___________
DBE Concurrence
Type of Services (Eng, Envir, etc) for Project Title

At this time, it has become necessary to advertise for ____ Type of Services ____ for the above referenced project. Attached for your information is a copy of the Executive Summary.

The total Budget estimated for this project is $ ____________.

The DBE goal for the subject contract will be:

______________ %

Your signature is requested so that the _____ project department may proceed with the advertisement for ____ type of services (engineering) for this project.

If you require additional information please contact me directly at ext. ______.

CONCURRED:

______________________________
Name
DBE Liaison Officer

Driven by Customer Service
Massachusetts Bay Transportation Authority, Ten Park Plaza, Boston, MA 02116-3974
ATTACHMENT A. 5
EXECUTIVE SUMMARY

The Executive Summary must contain:

1. A sufficiently detailed project description
2. Scope of work
3. Justification
4. Identification of funding source
5. Independent design and construction estimates, if applicable
6. Tentative schedule
7. Work Orders - The Executive Summary must also contain two (2) separate work order numbers - one for the estimated cost of the project and one for advertisement.
8. Procurement Method Decision Matrix – The Project Office will work with Contract Administration to determine the appropriate method of procurement as outlined in FTA Circular 4220.1F - Third Party Contracting. The Executive Summary must identify the method of procurement (See Decision Matrix below):

   a. Competitive Sealed Bidding
   b. Competitive Sealed Proposals
   c. Micro-purchase
   d. Small Purchase
   e. Sole Source Procurement
   f. Emergency Procurement
   g. Special Procurement (Architectural Engineering (A&E) Services and Other Services

9/23/2010
EXHIBIT A.6

Professional Services Independent Cost Estimate

Prepared by ________________________________ Date __________________

Provide a narrative of what data source(s) were used to arrive at projected cost estimate (e.g. payroll reports, et

<table>
<thead>
<tr>
<th>MBTA Contract No.</th>
<th>XXXPSXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Title</td>
<td>XXXX</td>
</tr>
<tr>
<td>MBTA Project Manager</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Classifications</th>
<th>Hours -</th>
<th>Hours -</th>
<th>Rates</th>
<th>Total Basic</th>
<th>Total Special</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic</td>
<td>Special</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural Project Engineer</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Project Engineer</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Engineer</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Engineer</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QA/QC Engineer</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Track Engineer</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signal Engineer</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineer</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technician</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Support</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CADD Technician</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Architect</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architect</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Estimator</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please add and/or delete personnel classifications as need based on anticipated needs for contract. This includes hours/costs for subconsultants.**

<table>
<thead>
<tr>
<th>Overhead Rate</th>
<th>Total Basic</th>
<th>Total Special</th>
<th>Overhead Basic</th>
<th>Overhead Special</th>
</tr>
</thead>
<tbody>
<tr>
<td>155%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
### TOTAL LABOR AND OVERHEAD

$0.00

#### Other Direct Cost Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing and Copying</td>
<td>$0.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Express Mail/Shipping</td>
<td>$0.00</td>
</tr>
<tr>
<td>Communication</td>
<td>$0.00</td>
</tr>
<tr>
<td>Environmental Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>Soil Testings</td>
<td>$0.00</td>
</tr>
<tr>
<td>Borings</td>
<td>$0.00</td>
</tr>
<tr>
<td>Police Details</td>
<td>$0.00</td>
</tr>
<tr>
<td>Flag Persons</td>
<td>$0.00</td>
</tr>
<tr>
<td>Aerial Photography</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTALS** $0.00

**Please add and/or delete anticipated other direct cost expenses based on the contract**

#### Travel

<table>
<thead>
<tr>
<th>Expense</th>
<th>Miles</th>
<th>Rate per Mile</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>$0.00</td>
<td>$0.48</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tolls</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Hotel</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Airfare</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTALS** $0.00

**Please add and/or delete anticipated travel expenses based on the contract**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Rate per Day</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging Expenses</td>
<td>$150.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$40.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>$0.48</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Fixed Fee

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Labor and Overhead</td>
<td>$0.00</td>
<td>10%</td>
<td>$0.00</td>
</tr>
<tr>
<td>ODC Expenses and Travel</td>
<td>$0.00</td>
<td>3%</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTALS** $0.00

**INDEPENDENT COST ESTIMATE** $0.00
To best determine which method of procurement is suitable, classify your situation by checking off the appropriate boxes below. All elements must apply to use that method.

<table>
<thead>
<tr>
<th>Micro-purchase</th>
<th>Competitive Procurement</th>
<th>Sole Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount &lt; $3,000</td>
<td>Amount &gt; $3,000</td>
<td>OEM, custom item</td>
</tr>
<tr>
<td>Multiple sources</td>
<td>Multiple sources available</td>
<td>Only one source available</td>
</tr>
<tr>
<td></td>
<td>Not an emergency purchase</td>
<td>Approved by FTA-sole source</td>
</tr>
<tr>
<td></td>
<td>Sealed Bid (IFB)</td>
<td>Public exigency issue/emerg.</td>
</tr>
<tr>
<td></td>
<td>Complete and adequate specification or purchase</td>
<td>Competition is inadequate after public solicitation</td>
</tr>
<tr>
<td></td>
<td>Two or more responsible bidders willing to compete</td>
<td>Emergency Procurement</td>
</tr>
<tr>
<td></td>
<td>Selection can be made on basis of price</td>
<td>subset of sole sources</td>
</tr>
<tr>
<td></td>
<td>Procurement suitable for firm, fixed price</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No discussion with bidders needed after receipt of offers</td>
<td>There is a health and safety issue that prohibits delay</td>
</tr>
<tr>
<td></td>
<td>Competitive Proposal (RFP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete specification not feasible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bidder input needed for specification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two or more responsible bidders willing to compete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion needed with Bidder after receipt of proposals, prior to award</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fixed price can be set after discussions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procured in accordance with The Brooks Act</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Time and Materials Contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td>subset of RFP</td>
<td>Fixed price cannot be set for work</td>
</tr>
<tr>
<td></td>
<td>Fixed price cannot be set for work</td>
<td>Complete extend of work unknown, whether time, or material use, or both</td>
</tr>
</tbody>
</table>

Prepared By: ________________________________  
Date: __________________________
ATTACHMENT B.1
PUBLIC ANNOUNCEMENT

MASSACHUSETTS BAY TRANSPORTATION AUTHORITY
SOLICITATION FOR CONSULTANT SERVICES
FEDERALLY-FUNDED PROJECTS

The Massachusetts Bay Transportation Authority is soliciting (Architectural/Engineering/Etc.) services for ________ (Project Title) ________.

Services will include (Preliminary and Final Design, and Construction Phase Services and/or appropriate Project Description).

Firms having capabilities for this work are invited to submit 10 copies of a Letter of Interest to (Committee Chairperson, address). Joint Venture participation will be considered.

This project is federally funded.

Firms responding to this invitation not later than ______ TIME ______ on ______ DATE ______ will be considered for selection, providing their responses include 10 copies each of a current Standard Form 330 - Architect/Engineer Qualifications Questionnaire, and the firms' Affirmative Action Plan and employee profile.

Consideration for selection shall be based on: proposed team and organization; resumes of key personnel; work by firm or joint venture members that best illustrates current qualifications relevant to this project; additional information or description of resources supporting Firms' qualifications for the project; personnel by discipline; general evaluation (prior association with firm; overall assessment, proposed staffing, organization, design ability, and specific task related experience.)

Also, to be considered for selection, each firm must submit, with the Letter of Interest, an Affirmative Action Plan, Employee Profile, and most current State Office of Minority and Women Business Assistance (SOMWBA) Disadvantaged Business Enterprise (DBE) Certification Letters, as well as its commitment to the utilization of DBEs in joint venture or as subconsultants so that the Authority's goal of ______% DBE participation is achieved. Only SOMWBA-certified DBE firm participation will be attributed to the DBE goal for this project. Any firm submitting a Letter of Interest must identify and attach a current SF-330 as part of their submittal for all proposed (as well as DBE) subconsultants. Additionally, the Prime Consultant must submit concurrently the MBTA Pre-Qualification Form P-09-002, which is available on the MBTA website Business Center - Contract Administration page.
It is the practice of the Authority to encourage the economic growth of professional services firms through broad solicitation and award of contracts. All capable firms are invited to submit letters of interest in accordance with the instructions presented in this solicitation.

Following an initial evaluation of qualifications and performance data, three or more firms considered to be highly qualified to provide the required services will be requested to submit proposals and participate in oral interviews.

This is not a request for proposal.

Jeffrey B. Mullan
Mass DOT
Secretary & CEO

Richard A. Davey
General Manager and Rail & Transit Administrator
ISta

ist

Constructlo ality engineering on an as-needed basis. Services may include but be limited to feasibility survey analyses; multidisciplinary engineering (mechanical, electrical, civil structural, etc.); construction engineering; contract management assistance; scheduling; quality assurance; staging.

Margaret H. Hinkle Director of Contract Administration, 0 Park Plaza, Room 6720, Boston, MA 02116
5. Personnel by Discipline
6. Affirmative Action Plan/Employee Profile/DBE Certification Letters
7. General Evaluation (Prior association with firm, overall assessment, proposed staffing, organization, design ability, and specific task related experience)

Additionally, the Prime Consultant must submit concurrently the MBTA Pre-Qualification Form P-09-002, which is available on the MBTA website Business Center - Contract Administration page.

Also, to be considered for selection, each firm must submit, with the Letter of Interest, an Affirmative Action Plan, Employee Profile, and most current State Office of Minority and Women Business Assistance (SOMWBA) Disadvantaged Business Enterprise (DBE) Certification Letters, as well as its commitment to the utilization of DBEs in joint venture or as subconsultants so that the Authority's goal of DBE participation is achieved. Only SOMWBA-certified DBE firm participation will be attributed to the DBE goal for this project. Any firm submitting a Letter of Interest must identify and attach a current SF-330 as part of their submittal for all proposed (as well as DBE) subconsultants.

It is the practice of the Authority to encourage the economic growth of professional services firms through broad solicitation in award of contracts. All capable firms are invited to submit letters of interest in accordance with the instructions presented in this solicitation.

Following an initial evaluation of qualifications and performance data, three or more firms considered to be highly qualified to provide the required services will be requested to submit proposals and participate in oral interviews.

This is not a request for proposal.

Jeffery B. Mullan, Jr.  Richard A. Davey
Secretary and CEO  General Manager and Rail & Transit Administrator
The Massachusetts Bay Transportation Authority is soliciting (Architectural/Engineering/Etc.) services for ________________ (Project Title) ________________.

Services will include (Preliminary and Final Design, and Construction Phase Services and/or appropriate Project Description).

Firms having capabilities for this work are invited to submit 10 copies of a Letter of Interest to (Committee Chairperson, address). Joint Venture participation will be considered.

This project is state-funded.

Firms responding to this invitation not later ____ TIME ____ on __ DATE __ will be considered for selection, providing their responses include 10 copies each of a current Architect/Engineer Qualification Questionnaire SF-330, and the firms’ Affirmative Action Plan and employee profile.

Consideration for selection shall be based on: proposed team and organization; resumes of key personnel; work by firm or joint venture members that best illustrates current qualifications relevant to this project; additional information or description of resources supporting Firms’ qualifications for the project; personnel by discipline; general evaluation (prior association with firm; overall assessment, upon proposed staffing, organization, design ability, and specific task related experience.)

Also to be considered for selection, each firm must submit, with the Letter of Interest, an Affirmative Action Plan, Employee Profile. Any firm submitting a Letter of Interest must identify and attach a current SF-330 as part of their submittal for all proposed subconsultants. Additionally, the Prime Consultant must submit concurrently the MBTA Pre-Qualification Form P-09-002, which is available on the MBTA website Business Center - Contract Administration page.

While there is no DBE goal associated with this contract, the Authority strongly encourages the use of Minority, Women and Disadvantaged Business Enterprises as prime consultants, subconsultants, and suppliers in all of its contracting opportunities.
Joint ventures will be considered. However, the Authority expects one firm to maintain the lead in terms of contact with the Authority.

It is the practice of the Authority to encourage the economic growth of professional services firms through broad solicitation and award of contracts. All capable firms are invited to submit letters of interest in accordance with the instructions presented in this solicitation.

Following an initial evaluation of qualifications and performance data, three or more firms considered to be highly qualified to provide the required services will be selected to receive the Request for Proposals and prepare for oral interviews.

This is not a request for proposal.

James A. Aloisi, Jr.          Daniel A. Grabauskas
Secretary & MBTA Chairman    General Manager
ATTACHMENT B.3
PUBLICATIONS
FOR PROFESSIONAL SERVICES PROCUREMENT

The following publications are sent solicitation notices: (Note: Certain projects may warrant the use of other national publications – Passenger Transport, Engineering News Record, Railroad Age, etc)

1. The Boston Globe (S-1)
   Boston, MA 02127
   Tel: 617-979-1623
   Fax: 617-929-1511
   (messenger service: 979-2531)

2. Mr. Will Huie (S-1)
   Legal Advertising
   Boston Herald
   Boston, MA 02106
   Tel: 617-426-3000
   Fax: 617-619-6164
   (messenger service: 426-3000)

3. The Boston Metro (S-1)
   Advertising Department
   354 Congress Street
   Boston, MA 02210
   Fax: 617-338-1257
   Mr. Peter Glaser

4. New England Minority News (S-1)
   PO Box 4159
   Hartford, CT 06141-0347
   James H. Monroe, President
   800-666-4696
   203-293-2402 - FAX

5. Bay State Banner (S-1)
   Banner Publications
   23 Dry Dock Avenue
   Boston, MA 02210
   Fax: 617-261-2346

6. El Mundo (S-1)
   408 South Huntington Avenue
   Boston, MA 02130
   617-876-4293
   Fax: 617-524-5886

7. Ms. Abbie Goodman (S-2)
   Executive Director
   Consulting Engineers Council of New England
   1 Walnut Street
   Boston, MA 02108
   617-227-5551

8. Mr. Kenneth Skinger, P.E., Esq.
   Massachusetts Society of Professional Engineers
   Ten Post Office Square, 8th Floor South
   Boston, MA 02109-4603
   617-692-2940
   Fax: 617-692-2901
   Email: info@mspe.com
   Web site: www.mspe.com

9. Ms. Davida Craig (S-2)
   Director, Procurement and Marketing
   SOWMBA
   Ten Park Plaza
   Boston, MA 02115 617-727-8692

10. Mr. Richard Fitzgerald (S-2)
    Executive Director
    Mass. State Association of Architects
    52 Broad Street
    Boston, MA 02109

11. Baltimore Afro American (S-3)
    P.O. Box 1857
    Baltimore, MD 21203

12. Cape Verdean News (S-3)
    417 Purchase Street (P.O. Box H-3063)
<table>
<thead>
<tr>
<th></th>
<th>Newspaper Name</th>
<th>Address</th>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>New Bedford, MA 02741</td>
<td>New York Amsterdam News (S-3)</td>
<td>Pittsburgh, PA 15219</td>
</tr>
<tr>
<td>3</td>
<td>508-997-2300</td>
<td>2340 Eighth Avenue</td>
<td>New York, NY 10027</td>
</tr>
<tr>
<td>4</td>
<td>Chicago Daily Defender (S-3)</td>
<td>2400 South Michigan Avenue</td>
<td>Chicago, IL 60615</td>
</tr>
<tr>
<td>5</td>
<td>16.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>New Jersey Afro American (S-3)</td>
<td>P.O. Box 1857</td>
<td>Baltimore, MD 21203</td>
</tr>
<tr>
<td>7</td>
<td>14.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>New Pittsburgh Courier (S-3)</td>
<td>315 East Carson Street</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>15.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Atlanta Daily World (S-3)</td>
<td>145 Auburn Avenue, NE</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Philadelphia Tribune (S-3)</td>
<td>522 South 16th Street</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>17.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td><em>Also, please check the MBTA Website at <a href="http://www.MBTA.com">www.MBTA.com</a></em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT C.1
SELECTION COMMITTEE MEMBERSHIP*

Authority Representation

Permanent Membership:

- Deputy Director or Manager (Committee Chairperson)
- Project Manager
- Director of Contract Administration (or designee)
- Director of Organizational Diversity (or designee) (NON-VOTING)

Additional Membership as Required (minimum of 2):

- Construction
- Operations
- Railroad Operations
- Real Estate
- Information Technology Department
- Other Department Representation as Required

Outside Representation (if required)

- Other Participating Agencies as MHD, EOTC, DPU, or MAPC
- Community Representation

* Committee membership shall consist of professional management individuals with respected credentials who shall become thoroughly familiar with the Selection Procedure.

* Committee membership must be approved by the Assistant General Manager and should be chaired by the Deputy Director or Manager originating the authorization request.
ATTACHMENT D.1
OUTLINE OF REQUEST FOR PROPOSAL

Executive Summary

Section I - Project Background

Section II - Scope of Work (Phases I – V)

Phase I 0-15%
Phase II 15-30%
Phase III 30-60%
Phase IV 60-100%
Phase V Construction Phase Services
Note: Phase V – Construction Phase Services scope is standard MBTA language. Please check with Contract Administration for most up-to-date language.

Section III - Project Schedule

Section IV - Administrative Requirements (Check with Contract Administration for most up-to-date Administrative Requirements.)

Section V - Acceptance of Standard Terms and Conditions (Check with Contract Administration to confirm most up-to-date version)

Section VI - Evaluation
ADMINISTRATIVE REQUIREMENTS

Consultant proposals, in response to this request must be submitted to:

Name  
Title  
Massachusetts Bay Transportation Authority  
Ten Park Plaza, Room 6720  
Boston, MA 02116

no later than 2:00 P.M. on ______________. The proposals will be limited to a maximum of forty (40) pages (20 sheets both sides), 8 1/2" x 11" in size, which will include title sheet, index, all graphics, etc. Be advised that the DBE, Child Care, Debarment, Lobbying and other forms are not considered to be part of the forty page technical proposal, and can be included as an attachment. Ten (10) copies must be submitted, and should include, but not be limited to, the following information:

1. The qualifications of the Consultant for the type of work required. Examples of similar work completed and appropriate references will be useful.

2. The names and qualifications of the principal staff members who will be assigned to the project, particularly the person to be in charge of the work day-to-day, and the approximate percentage of the total man-hours each key staff members will dedicate to the project compared to his/her other duties.

3. The address of the office in which the work will be performed.

4. The name, address, and qualifications of any proposed subconsultants and identification of the tasks to be performed by them.

5. A proposed time schedule for the description of the work as defined in this proposal.

6. Any recommendations for changes or additions to the Scope of Work consistent with the objectives of the design effort.

7. FEDERALLY FUNDED PROJECTS - The proposed percentage and a description of the nature of the Disadvantaged Business Enterprise (DBE) participation in this contract. This description should be consistent with the Authority’s commitment to Equal Employment Opportunity/Affirmative Action and the use of the DBE participation goal assigned to this contract.

March 2010
The DBE goal for this federally funded project is _____% of the total adjusted contract ceiling price, which must be maintained throughout this contract. Only Massachusetts State Office of Minority and Women Business Assistance-certified DBE firm participation will be attributed to the DBE goal for this contract.

**STATE-FUNDED PROJECTS** – While there is no DBE goal associated with this contract, the Authority strongly encourages the use of Minority, Women and Disadvantaged Business Enterprises as prime consultants, subconsultants, and suppliers in all of its contracting opportunities.

8. Estimated labor effort by discipline with a level of effort for each of the proposed work phases. (Note: the Authority employs the Qualifications Based Selection (QBS) mandated in the Brooks Act (Public Law 92-582) whereby contracts for A/E services are awarded on the basis of demonstrated competence and qualifications for the type of professional services required, and negotiated for a fair and reasonable price. Under QBS procurement procedures, price quotations are not a consideration in the selection process, and are provided for informational purposes only).

9. MBTA policy caps all Consultant Overhead Rates at 155%, and maximum hourly billing rates at $60.00 respectively throughout the life of the contract, including any and all amendments.

   **NOTE:** Any firm requesting a direct labor (salary) waiver must formally state this request in the proposal. For each waiver request, the proposal must clearly identify the following:

   - The total number of personnel for whom waivers are requested
   - Name(s) of the individual(s) and their specific role on the project
   - Requested hourly rate

   There will be no escalation for rates above the $60.00/hour billing rate.

   **NOTE:** For projects using federal funds, the overhead cap of 155% shall not apply.

10. Post award, the Consultant must submit a detailed scope of work for the Basic Contract (and any and all amendments) on a CD or via email in the latest version of Microsoft Word format to the MBTA’s Contract Administration Department.

11. The Consultant shall not receive any payments until after the MBTA completes the pre-audit evaluation of proposed labor, overhead, and other direct and travel costs for the contract (including any and all...
amendments). The Engineer shall submit to the Authority’s Contract Administration Department the Engineer’s most recent audited overhead rate as well as all subconsultants' most recent audited overhead rates on a bi-annual basis (January 1st and July 1st of each year) for the duration of the contract.

12. Appeals/Protest Procedures: Appeals/protests relative to this procurement will be reviewed and adjudicated in accordance with the MBTA Appeals/Protest Procedures - Professional Services. A copy of this procedure is available by contacting the Professional Services Section of the MBTA Contract Administration Department.

13. The MBTA may, in its discretion, have discussions with individual proposed offerors for the purpose of clarifying responses to the solicitation requirements.

14. The Ceiling Price is the maximum compensation to be paid for completion of all services, including allowable expenses incurred and fixed fee for the work scope described herein. In no case shall a cost underrun of a particular amendment for this contract be applied to offset a cost overrun, or any other amendment on any other work scope, without prior written approval from the MBTA Project Manager and MBTA Contract Administration Department.

15. The Consultant must accumulate and separate costs by individual contract element (i.e. Base Contract and each individual Amendment). Additionally, the Ceiling Price and actual costs to date for individual amendments and each contract element must be provided when submitting bills with the standard invoice. If multiple contract elements or amendments are combined on one standard invoice, a clear trail into supporting and separating each cost documentation by contract element must be provided.

16. Post-award, should the Authority make the request, the Consultant and all subconsultants shall make available (at no cost to the Authority) their Quality Assurance/Quality Control Program and Procedures for Authority review.

17. Provide Certified Financial Statements for last three years.

18. The Consultant will agree to abide by the MBTA Design Errors and Omissions Claims Procedures dated March 29, 2005. A copy of these procedures may be obtained at the MBTA Contract Administration Office at Ten Park Plaza, Room 6720, Boston, MA 02116; by calling Ms. Margaret H. Hinkle at 617-222-3135; or on the MBTA website at www.mbta.com.
19. Complete and submit with the proposal the following attachments:

Attachment A: Conflict of Interest Disclosure Statement
Attachment B: Current SOWMBA Certification Letter
Attachment C: DBE Schedule of Participation
Attachment D: DBE Affidavit
Attachment E: DBE Unavailable Certification (if applicable)
Attachment F: Disadvantaged Business Enterprise Participation - Letters of Intent
Attachment G: Certification Relative to Debarment
Attachment H: Certification of Restriction on Lobbying
Attachment I: Child Care Certification
Attachment J: Affidavit of Non-Collusion
Attachment K: Financial Determination Statement
Attachment L: OSHA Training Certification
Attachment M: Undocumented Workers
Attachment N: MBTA Retiree Disclosure

**Acceptance of Standard Terms and Conditions**

Attached to this Request for Proposals are Articles II, General Provisions and Article III, Compensation and Payment, dated March 2, 2010, which will be incorporated into the proposed contract. Acceptance of these terms and conditions is a prerequisite to commencing negotiations with the firm selected. Final acceptance must be so indicated within your proposal.

**Any and all exceptions** to Article II – General Provisions and Article III – Compensation and Payment must be detailed in your proposal.

**Evaluation**

The written proposal, presentation, and response to questions raised during the interview will be evaluated by the Selection Committee membership based on the following criteria:

1. Quality and Responsiveness of Proposal (0%) Top 3
2. Technical Approach (0%) add up
3. Managerial Approach (0%) to 70
4. EEO Compliance (P/F)
5. General Capabilities (10%)
6. General Evaluation (20%)

TOTAL 100%

March 2010
ATTACHMENT D.2
SELECTION COMMITTEE MEMBER
CERTIFICATION

As a member of the Selection Committee to evaluate proposals for the:

project, I hereby certify that to the best of my knowledge, I do not have a conflict of interest, either real or apparent, as a result of any financial or other interest on my part or that of any member of my immediate family, nor of my partner(s), in relation to any contract or subcontract under consideration by this Committee.

I further certify that none of the above are currently employed by, negotiating with, or have an arrangement for future employment or contract with an organization under consideration.

If, during the course of this review process, I become aware of an appearance of conflict of interest due to my previous employment or other relationships with a firm involved with this process, I will notify immediately the Contracting Officer in writing of the facts surrounding the situation.

I further certify that I fully understand the meaning of this certification; that all committee activity is considered confidential and that I will not discuss or disclose said activity to others at anytime, now or in the future, other than with authorized selection committee members during committee meetings or with certain MBTA staff individuals designated by and with prior authorization of the Committee Chairman.

I further certify that I will not solicit or accept gratuities, favors or anything of monetary value from any organization associated with this selection.

____________________________
Member's Name

____________________________
Member's Signature

____________________________
Date
ATTACHMENT E.1
QUALIFICATIONS SCREENING FORM
SF 330 ARCHITECT-ENGINEER QUALIFICATIONS

Firm: ____________________________________________________________

Project: __________________________________________________________

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

Items C and D Proposed Team and Organization (20 points) ______

Item E Resumes of Key Personnel (25 points) ______

Item F Example Projects (20 points) ______

Items G and H Additional Information (15 points) ______

PART II – GENERAL QUALIFICATIONS

Item 9: Personnel by Discipline (10 points) ______

ADMINISTRATIVE EVALUATION

Affirmative Action Plan/Employee Profile ______

DBE Certification Letters (0 points) (pass/fail) ______

General Evaluation (Prior association ______

With firm; overall assessment) (10 points) ______

TOTAL (100 points) ______

DATE: __________________________

Signature of Committee Member

Title of Committee Member
TO: (Appropriate Department AGM/Director)
FROM: Deputy Director
DATE:
SUBJECT: Approval of Pre-Selection for DESIGN Services for PROJECT NAME
MBTA CONTRACT NO: XXXXXX

On _Date_, the Consultant Selection Committee met to screen Letters of Interest and pre-select firms to receive Requests for Proposals.

Letters of Interest were received from _______ number of firms. After careful review of the materials submitted by each firm, the Committee recommends that the following (number of) firms receive RFPs and interview invitations:

________________________________________
________________________________________
________________________________________

The Committee further recommends that all other firms who submitted Letters of Interest receive letters notifying them of non-selection.

The following materials are attached for your review:

Appropriate letters to respondents
Tabulation of pre-selection screening forms
Committee member pre-selection screening forms
Selection Committee Member Certifications

Deputy Director/Manager
Chairperson

CONCUR: APPROVED:
Name
Director of Contract Administration

Name
AGM of Design and Construction
Name
Director of Contract Administration
Name
AGM of Design and Construction
LETTER TO FIRMS RECEIVING RFP

RE: MBTA Contract No. and Project Description

Ladies and Gentlemen:

I am pleased to advise you that your firm has been selected to submit a proposal and to be interviewed as part of the Consultant Selection Process for (design) services in connection with ________________.

Enclosed is the Request for Proposal. Your responding proposal must be delivered to (Committee Chairperson - address) no later than 4:00 P.M. on __Date__.

An interview has been scheduled for __Date__ at __Time__ in the (MBTA Board Room or other location). The requirements of the interview are as follows:

1. Attendance is limited to key personnel who will play an active role in the work. The project manager should be among those attending.

2. Discussion and response will be limited to 45 minutes, 25 minutes for presentation by your Team and the remaining time for general questioning by the Committee membership.

Please be advised your firm will have to make arrangements to bring your own video/presentation equipment for the interview.

You will note that the written proposal is limited to 20 sheets. (Both sides of each sheet can be used.) Your presentation at the interview should summarize your proposal with emphasis on the time schedule for each task and task priorities and interrelationships. Furthermore, you should describe individual team member assignments and qualifications, along with their current project assignments. Finally, you should address the affirmative action plan and current employee profile of your own firm as well as that of any proposed subconsultants.

Sincerely,
AGM of Design and Construction

Attachments
(Request for Proposal w/all appropriate attachments)
Interview duration may be modified as deemed appropriate.
ATTACHMENT E.5
LETTER TO NON-SELECTED FIRMS

Firm Name
Address
City, State Zip Code

Attention: Name
Title of Individual submitting Letter of Interest

RE: MBTA Contract No. & Project Description

Ladies and Gentlemen:

The purpose of this letter is to advise you that your firm was not selected to receive a Request for Proposal for engineering and design work involved with the above referenced Project.

Numerous responses were received necessitating a screening process to establish a workable number of firms to receive RFP’s. Extensive staff deliberations were required to determine who would best perform this work.

In closing, I wish to take this opportunity to express the Authority's appreciation for your firm’s interest and to assure you that your firm will continue to be considered for future (engineering and design) assignments with the Authority.

Sincerely,

Name________
AGM of Design and Construction
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Weight</th>
<th>Firm Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quality and Responsiveness of Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a.) Completeness</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b.) Organization and Conciseness of Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c.) Use of Contingencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d.) Deviations from RFP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong> (** total **)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Average Number of Criteria</strong></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>2</td>
<td>Technical Approach</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a.) Identification of Problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b.) Reasonableness of Technical Approaches</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c.) Use of Imagination</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d.) Logic of Project Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong> (** total **)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Average Number of Criteria</strong></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>3</td>
<td>Managerial Approach</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a.) Organizational Make-up</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b.) Adequacy of Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c.) Adequacy of Budgets and Schedules</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong> (** total **)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Average Number of Criteria</strong></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Weight</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>EEO Compliance</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a.) Letter of Intent Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b.) Schedule of Participation/Stated Goal Met</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c.) Original DBE Affidavit Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>General Capabilities</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a.) Experience (companies &amp; individuals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b.) Reputation (quality of work; schedule; cost; degree of cooperation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c.) Manpower (number &amp; skills)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d.) Facilities (size, type and condition)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>(total)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average Number of Criteria</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>General Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>GRAND TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

Evaluated by: 
Committee Member: 
Title: 

/___ Weak / ___Average / Good / _Excellent_/ / 0% 20% 50% 80% 100% 

Date: ___________________________
ATTACHMENT F.2
INSTRUCTIONS FOR USE OF THE
PROPOSAL EVALUATION RATING SHEET

1. This is a numerical rating system. Thus for each evaluation, a relative
numerical weight has been established by the Committee for each
category. All committee members will use these values. These weights
can be found in the category weight column. The sum of the weights will
total 100.

2. The relative weighting assigned to each category will be the maximum
number any criterion (subcategory) in the category can receive.

3. Four degrees of quality shown on page 2 of the rating sheet shall be
considered when scoring each element. If, for example, an element in a
category is outstanding, (Use suggested "questionnaire/issues to
consider" sheet (attached) to determine this level), then the scoring will be
100 percent of Category Weight.

4. Sum the criteria scorings in each category and divide by number of criteria
per category to arrive at an overall category rating. Round off to the
nearest whole number.

5. Add up all category ratings to arrive at a total rating for a particular
proposal.

6. Category 6, "General Evaluation," is for the rater's use to adjust a
proposer's score based on unquantifiable factors (e.g., prior personal
knowledge of company and/or key employees), quantity of work with the
Authority and general impression gained from this selection procedure.

7. Supporting Memo. Each selection committee member, is required to write
a memo to file which briefly describes the rationale used for
ranking/scoring the pre-selected (shortlisted) firms. Explain why the
highest rated firm received its high rating, why the second highest rated
firm received its rating and so forth for each of the preselected firms. This
memo must be submitted to the selection committee chairperson within a
reasonable period of time after the interview/selection meeting. The
memo will be attached to and become an integral part of your proposal
evaluation rating sheet.
CRITERIA QUESTIONNAIRE

1. Quality and Responsiveness of Proposal
   a. Completeness
      (1) Does the proposal provide all the information asked for in the Request for Proposal (RFP)?
      (2) Is the information merely adequate or fully descriptive?
   b. Organization and Conciseness of Material
      (1) Is the proposal organized as requested in the RFP?
      (2) Is there superfluous and extraneous information which clutters the proposal?
      (3) Does it appear that much thought was put into the proposal?
      (4) Is the proposal presented so as to simplify evaluation (e.g., by major topic)?
   c. Use of Contingencies
      (1) Does the proposal invoke any contingencies?
      (2) Are these Contingencies reasonable?
      (3) Do they show a lack of understanding of the problem, a lack of vital resources, or deficiency in management acumen?
   d. Deviations from RFP
      (1) Is there positive expression of concurrence to abide by all the terms and conditions specified in the RFP?
      (2) Where there is not, has the exceptions been noted and reasons stated? Are they sound? Does the proposal offer alternatives?
      (3) Are there deviations to the schedule, the estimated cost, or the manpower requirements? If so, is there adequate justification?
      (4) Are the items required for delivery stated, and will they be in the form requested?

2. Technical Approach
   a. Identification of Problems
      (1) Does the proposal adequately identify the problem areas? What are the natures of the problems?
(2) Are the problems given the proper order of criticality or are they merely listed in random order?

b. Reasonableness of Technical Approaches

(1) Does the proposal identify solutions or approaches to solutions?
(2) Are these reasonable in the light of the state-of-the-art and the time and cost limitations of the task?
(3) Are any risks identified in the prosecution of the task?

c. Use of Initiative and/or Creativity

(1) Does the proposal show any creative solutions or approaches?
(2) Does the proposal include any unsolicited suggestions for improving results?
(3) Does the proposal indicate use of initiative if awarded contract?

d. Logic of Project Plan

(1) Does the plan show a logical interrelationship between activities?
(2) Are the time estimates for each activity reasonable?
(3) Are the major points of coordination (input requirements, deliverable items, approval, and decision points) identified and logically placed?
(4) Does the plan show a logical transition between the design and construction phases of the project (if applicable)?
(5) Is the plan complete in that it shows all aspects of the job including such support activities as logistics, maintenance, human factors, etc.?
(6) Are Authority capabilities, where available, cited to support the efforts?

3. Managerial Approach

a. Organization Make-up

(1) Is the organization structure proposed reasonable for the job?
(2) Is the level and authority of the project leader commensurate with the scope and complexity of the job?
(3) Are all required competencies covered by the basic project team?
(4) Is every member qualified to perform his task based on experience and reputation?
(5) Is the subcontracted effort at a reasonable level, and is it well balanced among participants?

b. Adequacy of Procedures

(1) Are the procedures proposed simple yet effective to assure team leader is on top of job?
(2) Are the supporting activities coordinated into the job or will the Authority have to follow up directly?
(3) Is there recognition of the description of the procedures for the control of Progress, Documentation, Drawing Changes, Equipment Changes, Quality Assurance, Inspection, etc.?

c. Adequacy of Budgets and Schedules

(1) Is the technique for budgeting effective and can it be tied in with a cost system
(2) Are financial and time plans meaningful?
(3) Can they be used as the basis for time and cost control?
(4) For Budget purposes, recognizing the Authorities budgeted financial resources for this Project, does the estimated labor effort & cost appear appropriate?
(5) Which proposals appear to make the most effective/efficient use of available funds?

4. **EEO COMPLIANCE**

Office of Diversity and Civil Rights (ODCR)) shall review each proposal submitted with recommendations for Pass/Fail on the following:

a. Has respondent submitted all Letters of Intent for DBE'S,
b. Has respondent submitted Schedules of Participation with Stated DBE Goal met, and
c. Have all DBE firms submitted an original DBE Affidavit stating that there has not been any change in it's status since the date of it's last Certification.

5. **General Capabilities**

a. Experience

(1) Is the technical experience of the firm (individual or team) directly applicable to the job?
If job is the first of a two-step effort, can the firm perform both?
If the job is a team approach, has the leader the experience in systems management?
Is the experience of the key individuals sufficient to assure successful completion of the job?

b. Reputation

Has the firm met the intent of the specification most of the time?
Has there been any comment during reference checks regarding his lack of cooperation with a client or other participants?
Do the key individuals have a known reputation in their fields of endeavor? On what specific projects is it based?
Have they met their commitments in costs, schedule, and quality of work in previous Authority or other client dealings? If not, are there extenuating circumstances?
Overall impressions gained from the required Performance Assessment completed by the Committee Chairman.

c. Manpower

Is there sufficient staff available to do the required task(s)?
Does the firm have the staff to assign adequate numbers of qualified specialists of the required kinds from his own organization to coordinate, monitor, and/or supervise other members of the team of major subconsultants?

d. Facilities

Does the firm have the necessary space and equipment to do the job without rental or lease?
If not, are the required facilities readily available through lease or subcontracting?
Are the required facilities in good condition to be applied to the job or must they be refurbished or repaired?

6. General Evaluation

After reading the proposal material, listening to the oral presentation and considering any prior personal knowledge of firms performance/competence, do you gain a more or less favorable impression?
b. Recognizing the current volume of work/number of contracts that the firm(s) have with the Authority, does this selection offer an opportunity to promote the economic growth and development of a firm that currently has limited work with the Authority?
TO: Selection Chairperson

FROM: Committee Member

DATE:

RE: Consultant Selection for Contract No.

In accordance with current Selection Procedures, the following are comments with regards to my scoring for the above referenced Project:

Firm A - Detailed proposal and overall excellent presentation which addressed the Authority’s needs. Firm has done their homework. Project Manager’s credentials noteworthy. Subconsultant has demonstrated experience/qualifications with regards to the Project. The "team" appears to be thoroughly familiar with the project site and its attendant problems. DBE efforts appear acceptable. Subconsultant has indicated willingness to pursue SOMBA certification. Estimated labor effort requires further review. Funding constraints were discussed. Qualified acceptance of the standard terms and conditions as per previous contracts. Overall positive evaluation.

Firm B - Detailed proposal presentation. Firm has put together a highly experienced team, well versed in (specific project issues). Project Manager proposed for this work has successfully completed several similar projects. A unique testing concept for the (Project) was discussed, which appeared to be of great interest to committee members. Estimated labor effort and funding constraints were discussed. DBE efforts appear acceptable and firm has expressed a willingness to increase the percentage with further review. Acceptance of terms and conditions. Favorable evaluation.

Firm C - Proposal and presentation considered acceptable although not as complete as previous two firms. Familiarity with Authority (Project issues) is readily apparent. Efficient use of project time and money is considered quite valuable since "learning curve" would not be an issue. Qualifications and experience of Team Member(s) are recognized, although there is some concern as to team members availability with other projects continuing. DBE issues to be addressed further as project/contract becomes more defined. Funding constraints were cited. Acceptance of the terms and conditions. Favorable evaluation.

________________________________________
Committee Member Name

________________________________________
Title
TO:  (Appropriate Department AGM/Director)

FROM:  Deputy Director/Manager Selection Chairperson

DATE:  

SUBJECT:  Approval of Selection Committee Recommendation for Design Contract Title

On _Date__, the Consultant Selection Committee met to review proposals and conduct interviews with the preselected firms.

Based on the scores submitted by Committee members, the top ranking firm of Firm Name was identified and is recommended for approval by (the Board of Directors or General Manager).

Appropriate documentation and letters are attached for your review and signature. Included are:

- Tabulation of Proposal Evaluation Scores;
- Committee member proposal evaluation sheets and supporting memos;
- Letter to selected firm;
- Letters to firms not selected.

Deputy Director/Manager
Chairperson

CONCUR:  

APPROVED:  

Name  
Director of Contract Administration  
Name  
AGM of Design and Construction

Note: Certain departments may require additional intermediate management approvals.
ATTACHMENT F.5A
LETTER TO SELECTED FIRM

Firm Name
Address
City, State Zip

Attention
Name
Title (of individual submitting proposal)

RE: MBTA Contract No. and Project Title

Ladies and Gentlemen:

The Authority's Consultant Selection Committee has recommended that
Firm Name be selected to perform services for the above referenced Project.
A contract award will be subject to satisfactory negotiations and to obtaining
approval of the (Board of Directors of the Authority or the General Manager). As
a condition of commencing negotiations, the Consultant agrees that the Authority
may suspend or terminate negotiations at any time for reasons which appear to
be in its best interests.

Contract negotiations will be initiated with the aim toward obtaining an agreement
on terms and conditions of a contract as soon as possible. It is requested that
you review the technical proposal submitted on __Date__, and the project
description prepared by the Authority in order that a complete and
comprehensive scope of work can be determined at the earliest possible time.

As the intent is to negotiate a cost plus fixed fee contract, it is requested that you
furnish the following cost data:

1. A breakdown of estimated man-hours by classification and rates
   applicable to specific items of work.
2. A computation of contract ceiling price based upon provisional overhead
   rates and including a fixed fee.
3. A detailed tabulation of estimated direct costs.
4. Cost data similar to above for each of the proposed major subcontracts
   comprising the study team.
5. In addition to the foregoing, the cost data detailed in the attached
   schedule is necessary to facilitate the Authority's required pre-audit of
   overhead, payroll, and other costs.
You are also requested to submit data regarding your plans for Disadvantage Business Enterprise (DBE) participation on your proposed consultant team.

Prior to assembling your completed proposal, accompanied by the above referenced information, please contact Ms. Margaret Hinkle, Director of Contract Administration, to schedule an initial negotiation meeting. The Authority's project manager will also attend. If any additional information or clarification is required, please contact Ms. Hinkle at 617-222-3135.

Sincerely.

Assistant General Manager of Design and Construction
ATTACHMENT F.5B
LETTER TO SELECTED FIRM
TASK ORDER CONTRACT

Firm Name
Address
City, State Zip

Attention Name
Title (of individual submitting proposal)

RE: MBTA Contract No. and Project Title

Gentlemen:

The Authority’s Consultant Selection Committee has recommended that Firm Name be selected to perform services for the above referenced Project. A contract award will be subject to satisfactory negotiations and to obtaining approval of the (Board of Directors of the Authority or the General Manager). As a condition of commencing negotiations, the Consultant agrees that the Authority may suspend or terminate negotiations at any time for reasons which appear to be in its best interests.

Contract negotiations will be initiated with the aim toward obtaining an agreement on terms and conditions of a contract as soon as possible.

As the intent is to negotiate a cost plus fixed fee contract, it is requested that you furnish the cost data detailed in the attached schedule is necessary to facilitate the Authority’s required pre-audit of overhead, payroll, and other costs.

You are also requested to submit data regarding your plans for Disadvantage Business Enterprise (DBE) participation on your proposed consultant team.

Prior to assembling your completed proposal, accompanied by the above referenced information, please contact Ms. Margaret H. Hinkle, Director of Contract Administration, to schedule an initial negotiation meeting. The Authority’s project manager will also attend. If any additional information or clarification is required, please contact Ms. Hinkle at 222-3135.

Sincerely.

Name
Assistant General Manager of Design and Construction

Att.
Ladies and Gentlemen:

The purpose of this letter is to advise you that your firm was not selected for engineering and design work involved with the [Contract Title], as outlined in our Request for Proposals dated [Date].

I wish to take this opportunity to indicate that the Authority sincerely appreciates the efforts your firm put into the proposal which you submitted. The competition for this work was especially keen. Most proposals were of high quality, requiring extensive staff deliberations to determine who would best perform the work.

Based on staff recommendations, I have authorized negotiations for this work with the firm of [Firm Name].

In closing, I wish to advise you that your firm will continue to be considered for future (engineering and design) assignments with the Authority.

Sincerely,

Name
AGM of Design and Construction
ATTACHMENT F.7
SCHEDULE OF COST DATA
REQUIRED FOR PRE-AUDIT (including Amendments)

1. Listing of employees assigned to the contract with hourly pay rates by labor category. If an average by category is applied, list all employees applied in that category. These rates or average rates by category should agree with the rates applied on Exhibit "A". If not, an explanation of any discrepancy must be provided.

2. A current payroll register, certified by the Chief Financial Officer, supporting the hourly rates of all employees applied in #1 above.

3. A current audited overhead report prepared according to Federal Acquisition Regulations (FAR), including the CPA's opinion and schedule of overhead expenses. This audited rate must agree with the overhead rate applied on Exhibit "A".

If an audited rate is not available, provide a schedule of overhead expenses with unaudited financial statements. This schedule must be reconciled to the audited financial statements.

For contracts/subcontracts that have a large dollar exposure, the Authority will request that an audited overhead rate, prepared according to Federal Acquisition Regulations (FAR), be supplied. The consultant/subconsultant shall have the choice of the following options:

   a. The consultant/subconsultant agrees to have the overhead audit performed, and the Authority will allow them to bill at 100% overhead until such audit is complete. Once the audit is completed, it will be forwarded to the Authority for review and/or approval. Once the Authority approves the overhead, the consultant/subconsultant shall be allowed to submit an invoice for the difference of previously billed work, or

   b. The consultant/subconsultant determines not to have the overhead audit performed, then the Authority shall cap their overhead billing at 100%.

Under the terms of the cost-plus-fixed fee contract, actual allowable overhead cost are payable. Since actual overhead cost rates are not determined until after the end of the Consultant's fiscal year, the Consultant is allowed to use a provisional rate for billing purposes. The provisional rate is usually the audited rate for the previous fiscal year.
Once the most current rate is determined, the Consultant will forward a schedule, meeting the aforementioned criteria, to Contract Administration for approval. After approved, future bills will be compiled using the current rates.

This procedure of submitting the most current overhead support must be performed annually during the performance period of the Contract and all Amendments. If there is any change in the Overhead Multiplier, the Consultant must submit this change to the Authority immediately.

4. Information on audits performed by federal or state agencies over the last three years including the names of the audit agencies and their audit managers, the managers' telephone numbers, the years audited, and the overhead rates allowed. If available, copies of audit reports should also be submitted.

For all future Amendments over $100,000.00, similar information as requested in Steps #1 through #4, and Steps #6 through #8 must also be submitted as support for that cost proposal.

The Consultant shall prepare Step #5 only when a significant change has been made to their accounting system from what was originally outlined in the information provided for the Base Contract. If no changes have occurred to the accounting systems, the Consultant will state this in writing.

5. A brief narrative describing your accounting system and significant accounting controls including, but not limited to, the following:

   a. Is the system on an accrual basis?
   
   b. To what extent, if any, is your system mechanized?
   
   c. How are payroll costs accumulated within the accounting system? Does the system distinguish between direct and indirect hours worked?
   
   d. How does the accounting system distinguish between non-payroll direct and indirect costs?
   
   e. What books of original entry are used, and will expenses associated with the proposed contract be segregated within the books or original entry?
6. A chart of accounts for all overhead items and a brief description of the types of cost contained in each overhead classification.

7. Detailed analysis of Other Direct Costs and Travel including source of information, description, number of units and unit rates for each type of cost. In addition, documentation supporting the unit rates applied, such as formal bids, copies of invoices for similar payments and support for lump sum contracts must also be provided.

8. Each subconsultant will submit the aforementioned required information.
hours, principle hours, other direct costs, subconsultant costs and the allowable overhead costs as defined by the MBTA terms and conditions. HNTB Corporation's estimated price for the scope of work agreed to was reviewed by the Project Manager and a fee summary analysis was performed to determine that these reviews of the cost are acceptable. In addition, during the oral presentation between the consultant and the MBTA, HNTB Corporation was asked if they could perform the scope of work within the time frame allowed and if HNTB Corporation has sufficient supervision and labor force to complete the Contract work. They responded satisfactorily.

Therefore, it is recommended that HNTB Corporation be awarded MBTA Contract No. M22PS01 in the estimated amount of $928,904.00

Concur:

__________________________

Name
Manager of Professional Services Procurement
Cover Memorandum (History of Procurement)

A. Authorization Documents

- Authorization Cover Memo
- Budget Concurrence Memo
- Executive Summary (procurement method and independent cost estimate)
- Public Announcement
- DBE Concurrence
- Selection Committee Listing
- Request for Proposal

B. Newspaper Solicitations

- Advertisement requests to the various news outlets

C. Shortlist Package

- Shortlist memo with shortlisted firms
- Letters to shortlisted firms selected and non-selected
- Pre-selection totals page
- Individual scoring sheets
- Committee member certifications
- Excluded Parties Listing System Confirmation

D. Selection Package

- Selection letter
- Evaluation scoring totals page
- Individual scoring sheets
- Supporting memos
- Letters to selected firm and non-selected firms
- Excluded Parties Listing System Confirmation

E. Staff Summary

- Full Copy

F. Notice to Proceed

- Signed Copy
G. Proposal/Contract Attachments applicable

- Attachment A  Conflict of Interest
- Attachment B  Current SOMWBA Certification Letter
  (consultant submittal)
- Attachment C  DBE Schedule of Participation (Form A)
- Attachment D  DBE Affidavit (Form B)
- Attachment E  DBE Unavailable Certification (if applicable)
- Attachment F  DBE Letter of Interest
- Attachment G  Certification regarding Debarment
- Attachment H  Certifications on Restrictions on Lobbying
- Attachment I  Child Care Compliance Certification
- Attachment J  Certificate of Non-collusion
- Attachment K  Financial Determination
- Attachment L  OSHA Training
- Attachment M  Undocumented Workers Certification
- Attachment N  MBTA Retiree Disclosure
RE: Close-out Procedures, Professional Services Contracts

Final payment invoices must be accompanied by a Close-out Report prepared by the Project Office and approved by the cognizant Deputy Director.

The following is a summary of items which should be included in the report. Additional and pertinent information and documentation as appropriate should also be addressed.

- Specific Design and Construction Directorate objectives and procedures have been met.

- The terms of the Contract, scope of services and costs were complied with and the objectives accomplished

- The contract was carried out in an economical and efficient manner

- The quality of professional services and cooperation provided by each consultant supports their selection for future contracts

- The contract was carried out in compliance with MBTA and FTA procedures and regulations

- The contract records are complete and organized for easy future access by the Design and Construction Directorate and Internal and External auditors

- Certification that there are no “errors and omissions” for which the Authority should pursue credit to the contract

- Final Consultant Performance Evaluation Rating Sheet must be attached to the Close-out Report.

If further clarification is required, please call me at ext 3135.