

DOCUMENT 002113 - INSTRUCTIONS TO PROPOSERS

1.1 DOCUMENT

- A. American Institute of Architects Document A701-2018, Instructions to Bidders, forms a part of the Bidding Documents and by reference is incorporated herein as fully as if repeated at length.
- B. Copies of AIA forms may be obtained from the American Institute of Architects at www.aiacontracts.org.

1.2 SUPPLEMENTS

- A. Where the terms “Bid” or “Bidder” are used in the Proposal Documents they shall refer to “Proposal” and “Proposer” respectively.
- B. Where the term “Owner” is used in the Proposal Documents it shall refer to the “Developer”.
- C. Article 4 - Bidding Procedures:
 - 1. Add Subparagraph 4.1.9:
 - 4.1.9 Submit one original and three copies of Proposal.
 - .1 Organize required information in tabbed three-ring binders. Identify Proposer’s name on front cover.
 - Tab 1: Completed Proposal Form.
 - Tab 2: Completed Unit Prices Proposal Form.
 - Tab 3: Proposed Level of MBE Participation.
 - Tab 4: Proposed Project Schedule.
 - Tab 5: References and Experience.
 - Tab 6: Past Work in Area.
- D. Article 5 - Consideration of Bids:
 - 1. Delete Paragraph 5.3; substitute the following:
 - 5.3 Selection of Contractor:
 - 5.3.1 Developer will select Proposal that offers best value based upon following criteria and on its ranking evaluation:
 - .1 Proposed Price (60 points): Lowest priced responsive Proposal will receive 60 points for this rating criterion. Higher priced proposals will receive proportionally lower scores. When compared to lowest price, higher priced Proposals will have their score reduced by one percent of available points for every percent it is higher than lowest price. Score will be rounded to nearest whole number.
 - .2 Proposed Level of MBE Participation (10 points).
 - .3 Proposed Project Schedule (5 points): Proposals shall include a general schedule showing amount of time necessary to complete Project, critical path, major phases of work, and major impacts on Project, in order to demonstrate an understanding of Project and most efficient justifiable time. Best schedule demonstrating most complete understanding of Project will receive 5 points. Others will be graded accordingly.

- .4 References and Experience (15 points): References and experience of Proposer as demonstrated by listing a minimum of three past and current projects including references with names and current telephone numbers; and list of subcontractors if applicable.
- .5 Past Work in Area (10 points): Points will be awarded for experience working on similar projects within DFW area. Proposers with no experience in DFW area will receive 5 points. Proposers demonstrating strong experience will receive more than 5 points. Proposers with poor examples may receive less than 5 points.
- .6 If score for any individual rating criteria is rated as zero, overall score will be zero regardless of how many points could have been earned in other categories.

5.3.1.2 After ranking responses to Request for Proposal, Developer will first attempt to negotiate a contract with selected Proposer. Developer and Landscape Architect may discuss with selected Proposal options scope or time modifications and any price change associated with those modifications.

5.3.1.3 If Developer is unable to negotiate a contract with selected Proposer, Developer will end negotiations with that Proposer in writing and proceed to next Proposer in order of selection ranking until a contract is reached or all Proposals are rejected.

END OF DOCUMENT