

EVALUATION CRITERIA

Evaluation Criterion # –Commitment to DBEs and other Small Businesses and Good Faith Efforts

Sound Transit values the inclusion of DBEs and Small Businesses with relevant experience, which may include firms with experience outside of Sound Transit. Submitters are expected to develop and include subcontracting opportunities to further level the playing field for DBEs and Small Businesses to compete with firms of a similar size.

Sound Transit strongly encourages and will favorably evaluate formal Mentor-Protégé (M-P) Programs. A formal M-P Program demonstrates the Submitters commitment to growth and development, whether they participate as a mentor or a protégé. Formal M-P Programs hold participants accountable by defining objectives that establish recurring communication and development goals.

Good Faith Efforts will be determined by the Submitter’s outreach efforts in soliciting DBEs and Small Businesses to participate in performing meaningful portions of the work provided in the Contract under this RFQ. The Submitter shall commit to utilizing DBEs and Small Businesses as full-fledged team members for performance of specifically identified portions of the work provided in this RFQ.

Submittal Requirements

The Submitter shall submit the following forms and respond to the following questions. Each submittal requirement below has allocated points, unless otherwise noted. The Submitter will receive points based on the evaluation of the Submitter’s response to the request below.

ALLOCATED POINTS	SUBMITTAL REQUIREMENT
Submittal Form 3 (Condition for Award)	Submittal Form 3: Small Business Commitment Form, identifying each DBE and Small Business with whom the Submitter will enter into a contractual arrangement if awarded the Contract under this RFQ.
Submittal Form 4 (Condition for Award)	Submittal Form 4: Small Business Good Faith Efforts Documentation Form, identifying each DBE and Small Business to whom the Submitter reached out for possible participation under this RFQ.
Submittal Form 5 (20 points)	Submittal Form 5: Mentor Protégé Program Form, identify each protégé (DBE and/or Small Business) the Submitter has formally mentored (within the last five (5) years) in an effort to increase the protégé’s capacity. The Submitter will be evaluated on their level of effort in addressing the protégé’s development goals and pursuing creative teaming arrangements that result in formal or informal partnerships of DBEs and Small Businesses with firms of similar professional capabilities having specialized experience or expertise needed on the project. The Sound Transit and Washington State Department of Transportation jointly administer the Capacity Building Mentorship Program (CBMP) for architectural, engineering and construction firms. The CBMP is designed for

	<p>firms in the transit and transportation industry, and was developed to foster partnerships between successful large enterprises (Mentors) and emerging small and diverse businesses (Protégés). The CBMP provides opportunities for participants to improve their business practices, grow their firms and develop relationships with other companies. For more information on the CBMP contact Sound Transit Civil Rights, Equity, and Inclusion at civilrightsDBE@soundtransit.org.</p>
<p>Submitter’s past DBE/Small Business performance (20 points)</p>	<p>For the contracts listed within Evaluation Criterion 1: Firm Experience and History, describe how the Submitter achieved DBE and Small Business participation. The Submitter may include additional projects where the Submitter utilized DBEs and Small Businesses. It is encouraged that the Submitter provide details of the contract’s successes and/or challenges in obtaining the Submitter’s commitment.</p>
<p>DBE/Small Business expertise and involvement with the Submitter’s team (20 points)</p>	<p>For each DBE and Small Business identified on Submittal Form 3: Small Business Commitment Form, provide the following information:</p> <ul style="list-style-type: none"> • DBE/Small Business experience on similar projects; • DBE/Small Business’s key personnel on the contract, the key personnel’s years of industry experience and relevant experience performing specific scope(s) of work on similar projects. <p>Explain the Submitter’s approach to providing the DBEs and Small Businesses opportunities to engage with the Submitter’s team and Sound Transit. Explain how the Submitter’s engagement of the DBEs and Small Businesses will benefit this project and the industry.</p>
<p>DBE/Small Business outreach (20 points)</p>	<p>In addition to the information captured within Submittal Form 4: Small Business Good Faith Efforts Documentation Form, explain the Submitter’s level of involvement with the DBE and Small Business community. Information shall include specific outreach efforts for this project and ongoing efforts by the Submitter to network and share information with DBEs and Small Businesses regarding the Submitter’s subcontracting opportunities.</p> <p>Provide specific examples for how the Submitter sought to promote DBE and Small Business inclusion on this project. Examples may include, but are not limited to, unbundling the anticipated work into smaller work segments and early engagement from DBEs and Small Businesses.</p>
<p>Submitter’s oversight of DBEs/Small Businesses (20 points)</p>	<p>To encourage innovation, enhance quality, and establish long-term relationships the Diversity and Inclusion Liaison (D&I Liaison) shall maintain engagement with DBEs and Small Businesses through the procurement and contract phase. Describe how the D&I Liaison and supporting staff will effectively communicate and monitor: DBE and Small Business utilization, performance, safety, and receipt of prompt payment.</p>

<p>DBE/Small Business non-participation and exclusive relationships (Condition for Award)</p>	<p>If the Submitter does not include participation by DBEs and Small Businesses under this Contract, discuss the factors and considerations that made participation by DBEs and Small Businesses impractical, infeasible or otherwise unattainable.</p> <p>Sound Transit promotes the utilization of DBEs and Small Businesses on contracts, therefore, limiting a firm to an exclusive relationship is not amendable unless it is due to proprietary information. Provide a statement regarding all exclusive relationships with DBEs and Small Businesses.</p>
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Key Personnel:**Diversity and Inclusion Liaison Requirements:**

The Diversity and Inclusion Liaison (D&I Liaison) is responsible for developing and executing diversity, equity and inclusion strategies to meet or exceed the contract DBE/Small Business goals. The D&I Liaison will be responsible for communicating DBE and Small Business matters to the Sound Transit project team, including the Sound Transit's Civil Rights Program Specialist for this contract

Qualifications:

- Experience developing and executing business participation plans to meet DBE/Small Business goals
- Demonstrated experience managing diverse firms on similar size and scoped contracts
- Knowledge of the contract delivery method and processes
- Familiarity with local DBE/Small Business organizations and minority chambers

Expectations:

- Engage with DBEs and Small Businesses through the procurement and contract phases
- Serve as the contract's primary point of contact for DBE/Small Business concerns
- Promptly provide communication to the Sound Transit project team (including the assigned Small Business Program Specialist) regarding DBE/Small Business concerns
- Evaluate and report on the contract's DBE/Small Business utilization
- Ensure prompt payment for DBE/Small Businesses on the contract
- Educate and engage the project team on the contract's DBE/Small Business goals and objectives
- Provide a clear roadmap regarding the Diversity Manager's approach to:
 - Oversight
 - Communication
 - Project support
 - Mentoring
 - Conflict resolution
 - Prompt payment
 - Change order delays

Submittal Form 5: Mentor-Protégé Program Form

Submittal Requirements

Complete Submittal Form 5: Mentor-Protégé Program Form for each Mentor-Protégé (M-P) relationship within the last five (5) years. Submitters shall identify each Protégé (DBE or Small Business) that it included within this **RFQ/RFP**, which the Submitter has mentored in a formal M-P program.

1.a.) Mentor Information

Provide the following information for the firm's primary point of contact in the M-P Program:

Name & Title	
Phone number	
Email address	
Office location	

1.b.) Protégé Information

Provide the following information for the Protégé

Firm's legal name	
Home and branch office information	
Certification Type: Disadvantaged Business Enterprise (DBE) or Small Business *	
Provide the following information for the firm's primary point of contact:	
Primary Point of Contact	
Phone number	
Email address	
Office location	

**Refer to Diversity Program Section 00 73 39 for certification definitions and list of certifying agencies.*

1.c.) Provide a response for each of the following questions:

1. Date firms entered a formal M-P Program, and identify the program.
2. List the M-P program Protégé firm development goals.
3. Describe the Mentor's methodology for addressing the Protégé's development goals and specific actions or activities initiated by the Mentor in the program.
4. List any training and/or technical assistance the Protégé utilized to achieve the development goals.
5. As a result of the M-P Program relationship, list the solicitation(s) the M-P have pursued together (include owner name and solicitation title).
6. List the contract(s) a Protégé has secured with the Mentor as a result of the M-P Program, (include owner name, contract title, and Protégé's contract amount).