

# Receiving & Evaluating Offers



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A poster for Fort Hancock featuring a sunset background with silhouettes of buildings and trees. The National Park Service logo is at the top center. The text reads: "FORT HANCOCK", "REQUEST FOR EXPRESSIONS OF INTEREST", "GATEWAY NATIONAL RECREATION AREA", "SANDY HOOK UNIT", and "MONMOUTH COUNTY, NEW JERSEY".



# FORT HANCOCK

## REQUEST FOR EXPRESSIONS OF INTEREST

GATEWAY NATIONAL RECREATION AREA  
SANDY HOOK UNIT  
MONMOUTH COUNTY, NEW JERSEY

# Objectives

How should we handle the incoming proposals?



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- ✓ **What is an Evaluation Panel?**
- ✓ **Role of the Evaluation Panel?**
  - ✓ **What is the role of the FACA Committee?**
- ✓ **What are the ground rules for an Evaluation Panel?**
- ✓ **How do we establish scoring criteria?**
- ✓ **What is required in the Evaluation Summary and what Format?**
- ✓ **What are the Evaluation Criteria?**

# What is an Evaluation Panel?



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## REVIEW AND SELECTION PROCESS

The Fort Hancock Federal 21st Century Advisory Committee and the NPS will jointly review all submissions and conduct the process of selecting those suitable for further exploration or development. This may or may not result in a formal, advertised public solicitation inviting all qualified candidates to submit formal proposals.

- Members of the Evaluation Panel read and review all proposals received in response to the RFEI inviting submission of concepts that would transform the use of historic buildings located within Sandy Hook's Fort Hancock Historic District.
- The Evaluation Panel :
  - ◆ Will be composed of NPS staff and appointed members of the FACA Committee .
  - ◆ Applies the selection factors based on information contained in the proposals received.
  - ◆ Discusses every proposal and develops recommended scores for each selection factor.
  - ◆ Draft a final evaluation summary.
  - ◆ Reports back to the Committee, NPS.

# Role of the Evaluation Panel?



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## Role of the Committee (Proposed)

- Establish a work group to provide an initial review of all proposals.
- Appoint members to sit on the Evaluation Panel with NPS staff.
- Make final recommendations to the Secretary once the Evaluation Process has been completed.

## Role of the Evaluation Panel (EP)

- Select a Chair.
- Establish administrative and housekeeping procedures.
- Facilitate the evaluation process.
- Manage the proposal documents.
- Direct the deliberations of the panel.
- Draft the evaluation summary.
- Ensure documentation, data, and proposals remain confidential and secure during the evaluation process.
- Make written recommendations to the Committee and NPS



# What are the ground rules for an Evaluation Panel?



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## Objectivity

- All parties (panel chair, panel members, technical advisors) must remain objective.
- Avoid pre-judging merits of proposals received.

## Administrative Record

- Accountability is key.
- The Chair should open and inventory all proposals.
- The Evaluation Panel must retain copies of all proposals.
- The Evaluation Panel must prepare written evaluation summaries.



GROUND RULES

## Determine Responsiveness of Proposals

- Timely submission (By 5pm on December 16, 2013) ?
- Provides the information required by the RFEI ?
- If panel believes a proposal is non-responsive (even a late one)
- the panel should evaluate and score all proposals anyway and address the non-responsiveness of any proposal in the summary.

# How do we establish scoring criteria?



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## Determine type of scoring

- Pass/Fail.
- Numerical Scores (0 to 5).
- Establish basis for applying scores.
  - 0: does not meet minimum requirements.
  - 1: meets minimum requirements.
  - 2: adequate or average.
  - 4: above average.
  - 5: superior.



## Apply scoring to proposal

- Develop preliminary scores for each criteria for all proposals.
- Revisit the scores to assure overall consistency.
- Final Scoring:
  - Panel must seek consensus on the recommended scoring for each criteria.
  - If a consensus cannot be reached on a particular score, the chair determines the appropriate score.

# What is required in the Evaluation Summary and what Format?



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## Evaluation Summary Format

- State each evaluation criterion.
- Describe information provided by proposal pertinent to each criterion.
  - Quote and identify the page number in which the response is found within the proposal.
  - Include page references.
  - Draft a narrative summary for each proposal.
  - Develop a comparative analysis for each proposal.
- Panel awards a score for each criterion.
- Summarize final scores.
- Rank Proposals by Final Score.



# What are the Evaluation Criteria?



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1. The compatibility of the applicant's proposal with the site's *National Register and Landmark* designations.
2. The proposal will not result in unacceptable adverse environmental impact.
3. The financial capability of the applicant to carry out the terms of the proposal including:  
1) financial resources; 2) investment/development track record; 3) demonstrated experience and ability in raising money from investors; and 4) experience in public private partnerships.
4. The demonstrated experience of the applicant.
5. The ability and commitment of the applicant to conduct its activities in the park in an environmentally enhancing manner through, among other programs and actions, energy conservation, waste reduction, and recycling.
6. The benefit to the NPS of the financial and other terms.
7. The compatibility of the proposal with the historic qualities of the building(s) to be utilized.

# Gateway National Recreation Area



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<http://www.nps.gov/gate/index.htm>



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