

SCORECARD		Evaluator:			
Major Evaluation Categories	Description/Clarifications	Sub-categories and/or Scoring Gradient	Point Value of Sub-category	Point Value of Major Category	
General Requirements	Overall assessment of how well respondent followed procedure specified in RFQ/RFP.	Submittal organized in manner requested in RFQ/RFP	5	12	
		Submittal information pertinent to RFQ/RFP	5		
		Written Statement of Compliance with Title VI	1		
		Proof of Licensure	1		
Capacity to perform required services	All areas of expertise are addressed by the team members presented in submittal. Team is able to execute project delivery in a timely manner.		10	10	
Qualifications		Company overview for all consulting firms participating as team members.	10	15	
		Resumes for proposed project manager and staff from each participating firm.	5		
Experience	Provide case study information documenting relevant experience from projects within the past 5 years. Case studies shall list the following, as a minimum: client, client's point of contact information, firm's role in project, design fee, construction cost, change order amounts, project staff and their role.	Public and/or private sector case studies (minimum of 2)	9	18	
		Public sector case studies with similar scope to RFQ/RFP (minimum of 2)	9		
		Clearly defined scope of work	10		

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Methodology		Proposed distribution of tasks among team members	5	25	
		Organizational chart, including all team members	5		
		Proposed evaluation methods, calculations, software modeling, etc. to accomplish scope	5		
Project schedule	Provide project timeline including major tasks and/or milestones.			10	
Level of LOSB participation	Typical minimum percentage is 20%. LOSB participation percentage must be calculable from distribution of tasks outlined in Methodology section.	Less than minimum percentage	0	10	
		Minimum required percentage	5		
		Greater than minimum percentage, but less than 100%	7		
		100% LOSB	10		
TOTAL POINTS AVAILABLE				100	0